

New Hampshire
Equestrian



High School
Teams

Rulebook

Updated September 24, 2013

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INTRODUCTION

New Hampshire High School Equestrian Teams (NHHSET) shall be a “not for profit” organization dedicated to promoting and organizing equestrian competition in high school athletic or activity programs.

New Hampshire High School Equestrian Teams (NHHSET) has as its main goal, recognition in the high schools of the equestrian athlete and to give them an opportunity to achieve that recognition in a fair, positive and educational format. The goals are to encourage team play, peer acceptance and good horsemanship. Competition is to follow sportsmanship guidelines as set down by the New Hampshire State Board of Education, individual participating school activity guidelines, NHHSET, USEF, and equine sportsmanship guidelines.

Any high school in the state of New Hampshire is eligible to form a team and join the NHHSET organization. The state is divided into districts. District competitions will be held with the goal of qualifying for a final State Championship Meet

Each high school will have an adult and youth representative on their district board of directors. Each district will have an adult and a youth representative on the State Board of Directors.

Competition is a winter/spring sport scheduled as much as possible not to conflict with other organized high school sports. The purpose is to promote continuous growth in programs fostering horsemanship education, sponsor activities to encourage interscholastic participation and to have cooperative adult supervised leadership for all students in grades 9 through 12. With permission of the school and at the discretion of individual teams grade 7 and 8 students may join NHHSET and participate on their school's team as non-riding spirit members. New Hampshire High School Equestrian Teams support, challenge and offer recognition to the dedicated students who both physically and mentally pursue the challenge of the sport of equine competition.

GENERAL INFORMATION

A New Hampshire High School Equestrian Team (NHHSET) rulebook and guidelines will be published by the State Board and are to be followed by every team member and adult associated with NHHSET. NHHSET rules and guidelines have been formulated specific to NHHSET competition and these rules shall prevail. Should any clarification become necessary after the new season starts, they will be made public via email, and other appropriate lines of communication including direct communication with the District Chairs and State Board Members.

Rule Books Information:

NHHSET Bylaws and NHHSET Rulebook
c/o Tarrah Desjarlais, 8 Colonial Village Dr. Apt #10, Keene, NH 03431, secretary@nhhset.org.
Our website address is www.NHHSET.org

The following rulebooks will be used if the information is not found in the NHHSET Bylaws, NHHSET Rulebook, or on the www.nhhset.org website.

USEF - www.USEF.org where specified

Insurance Coverage:

As nonprofit organization, we have liability insurance that insures us against the risk of injury to spectators during NHHSET activities.

Coverage includes:

Clubs and Association Liability Occurrence Basis:

General Aggregate \$3mil
Each Occurrence \$1mil
Products & Completed Operations \$1mil
Personal & Advertising Injury \$0
Fire Damage (any one fire) \$50,000
Medical Payments \$5,000

Student athletes must recognize the risk as it is addressed by the State of New Hampshire Equine Inherent Risk Law.

EACH STUDENT ATHLETE MUST SUPPLY THEIR OWN HEALTH/ACCIDENT INSURANCE.

The advisor/coach for the high school is accountable to validate this insurance.

EQUINE INHERENT RISK LAW

The NEW HAMPSHIRE HIGH SCHOOL EQUESTRIAN TEAMS program is a school related equine activity. Therefore, all activities are subject to the New Hampshire State EQUINE INHERENT RISK LAW.

By your presence at these activities you have indicated that you have accepted the limits of liability resulting from inherent risks of Equine Activities. All persons associated with NHHSET will be regarded as participants and are limited by the inherent risk law.

TITLE LII ACTIONS, PROCESS, AND SERVICE OF PROCESS

CHAPTER 508 LIMITATION OF ACTIONS

Section 508:19

508:19 Liability; Equine Activities. –

I. In this section:

(a) "Engages in an equine activity" means rides or drives an equine; or assists in medical treatment of an equine; or is a passenger upon an equine; or is a passenger in a vehicle drawn by an equine; or trains, whether mounted or unmounted, an equine; or who is involved in event management. The term "engages in an equine activity" does not include being a spectator at an equine activity, except in cases where the spectator is in an unauthorized area and in immediate proximity to the equine activity.

(b) "Equine" means a horse, pony, mule, donkey, or hinny.

(c) "Equine activity" means:

(1) Equine shows, fairs, competitions, performances, or parades that involve any or all breeds of equines and any of the equine disciplines, including, but not limited to, dressage, hunter and jumper horse shows, grand prix jumping, 3-day events, combined training, rodeos, driving, pulling, cutting, polo, steeple chasing, hunting, english and western performance riding, endurance riding, games, and eventing.

(2) Equine training or teaching activities.

(3) Boarding equines.

(4) Riding, inspecting, or evaluating an equine belonging to another, whether or not the owner has received some monetary consideration or other thing of value for the use of the equine or is permitting a prospective purchaser of the equine to ride, inspect, or evaluate the

equine.

(5) Rides, trips, hunts, field trials, or other equine activities of any type, however informal or impromptu, that are sponsored by an equine activity sponsor.

(6) Placing or replacing shoes on an equine.

(d) "Equine activity sponsor" means an individual, group, club, partnership, or corporation, whether or not the sponsor is operating for profit or not for profit, which sponsors, organizes, or provides for, equine activities, including, but not limited to, pony clubs, 4-H clubs, field trial clubs, hunt clubs, riding clubs, school and college sponsored classes, programs and activities, therapeutic riding programs, stables, clubhouses, pony ride strings, fairs, and arenas at which the activity is held.

(e) "Equine professional" means a person engaged for compensation:

(1) In instructing a participant or renting to a participant an equine for the purpose of riding, driving, or being a passenger upon the equine.

(2) In renting equipment or tack to a participant.

(3) In providing daily care of horses boarded at an equine facility.

(4) In training an equine.

(f) "Inherent risks of equine activities" means those dangers and conditions which are an integral part of equine activities, including, but not limited to:

(1) The propensity of an equine to behave in ways that may result in injury, harm, or death to persons on or around them.

(2) The unpredictability of an equine's reaction to such things as sounds, sudden movements, and unfamiliar objects, persons, or other animals.

(3) Certain hazards such as surface and subsurface conditions not obvious to the equine participant or not known and reasonably not known by the equine professional or sponsor.

(4) Collisions with other equines or objects that can be reasonably foreseen as a result of normal equine activities.

(5) The potential of a participant to act in a negligent manner that may contribute to injury of the participant or others, such as failing to maintain control over the animal or not acting within the participant's ability; except where said negligence can be reasonably foreseen and the equine professional or sponsor has failed to take any corrective measures.

(g) "Participant" means any person, whether amateur or professional, who engages in an equine activity, whether or not a fee is paid to participate in the equine activity.

II. Except as provided in paragraph III of this section, an equine activity sponsor, an equine professional, or any other person engaged in an equine activity, shall not be liable for an injury or the death of a participant resulting from the inherent risks of equine activities and, except as provided in paragraph III of this section, no participant's representative shall make any claim against, maintain an action against, or recover from any other person for injury, loss, damage, or death of a participant resulting from any of the inherent risks of equine activities. Each participant in an equine activity expressly assumes the risk of and legal responsibility for any injury, loss or damage to person or property which results from participation in an equine activity. Each participant shall have the sole responsibility for knowing the range of his or her ability to manage, care for, and control a particular equine or perform a particular equine activity, and it shall be the duty of each participant to act within the limits of the participant's own ability, to maintain reasonable control of the particular equine at all times while participating in an

equine activity, to heed all posted warnings, and to refrain from acting in a manner which may cause or contribute to the injury of any person.

III. Nothing in paragraph II of this section shall prevent or limit the liability of an equine activity sponsor, an equine professional, or any other person engaged in an equine activity, if the equine activity sponsor, equine professional, or person:

(a) Provided the equipment or tack, and knew or should have known that the equipment or tack was faulty, and such equipment or tack was faulty to the extent that it did cause the injury.

(b) Provided the equine and failed to make reasonable and prudent efforts to determine the ability of the participant to engage safely in the equine activity.

(c) Owns, leases, rents, or otherwise is in lawful possession and control of the land or facilities upon which the participant sustained injuries because of a dangerous latent condition which was known to the equine activity sponsor, equine professional, or person and for which warning signs have not been conspicuously posted.

(d) Commits an act or omission that constitutes willful or wanton disregard for the safety of the participant, and that act or omission caused the injury.

(e) Intentionally injures the participant.

Source. 1998, 24:2, eff. Jan. 1, 1999.

1 NHHSET Advisor/Coach Role Expectations

1. Registered Team Advisor
 - 1.1.1 Is a required position for every team
 - 1.1.2 Team Advisor may concurrently serve as the team Head Coach
 - 1.1.3 Must be 21 years old or older
 - 1.1.4 May or may not be a school employee as required by the school
 - 1.1.5 Organizes team to meet the mission, purpose and goals of the NHHSET program
 - 1.1.6 Liaison with the High School. Understand High School requirements for athlete participation (i.e. code of conduct, grade requirements).
 - 1.1.7 Represents team at the district board meetings or ensures a delegate attends
 - 1.1.8 Utilizes Communication guidelines and includes the District Chairperson in issues as appropriate to promote fairness within the district
 - 1.1.9 Has a clear understanding of NHHSET rules, policies and guidelines
 - 1.1.9.1 Acts in an advisory capacity to assist the coaches, athletes, parents and volunteers in participating according to NHHSET rules, policies and guidelines
 - 1.1.10 Identifies in writing clear expectations of team members regarding conduct, attendance, lettering requirements (if applicable), practice guidelines, participation in fundraising, etc.
 - 1.1.11 Responsible for team registration
 - 1.1.11.1 Ensures team approval by the high school via signature of a High School Administrator on a letter of approval of team participation
 - 1.1.12 Ensures all coaches meet NHHSET and high school requirements
 - 1.1.13 Ensures complete registration of all athletes including verification of medical insurance, signed Code of Conduct and Release Form, and school requirements are met
 - 1.1.14 Maintains appropriate paperwork at all NHHSET functions
 - 1.1.15 Personally signs a Code of Conduct and Release Form, a Confidentiality Policy and completes a volunteer registration form annually
 - 1.1.16 Ensures all team volunteers sign a Code of Conduct and Release Form, a Confidentiality Policy and complete a Volunteer Registration Form annually
 - 1.1.17 Provides situations where each equestrian team member can:
 - 1.1.17.1 Provide working experiences that lead to common group goals
 - 1.1.17.2 Experience good leadership opportunities, fair team play, horsemanship, sense of honesty, character, pride and good sportsmanship at all times
2. Registered Team Head Coach
 - 1.2.1 Is a required position for every team
 - 1.2.2 May concurrently serve as the Team Advisor
 - 1.2.3 Must be 21 years old or older
 - 1.2.4 May or may not be a school employee as required by the school
 - 1.2.5 In conjunction with the Team Advisor identifies in writing clear expectations of team members regarding conduct, attendance, letter requirements (if applicable), practice guidelines, participation in fundraising, etc.
 - 1.2.6 Provides practices within the NHHSET Season (Dec. 1st – June 30th)
 - 1.2.7 Provides, conducts and hosts equestrian interscholastic programs with proper instructions, coaching methods, conditioning rules, health, safety and welfare of each participant and equine
 - 1.2.8 Encourages athlete leadership
 - 1.2.9 Personally signs a Code of Conduct and Release Form, Confidentiality Policy and completes a Volunteer Registration Form annually
 - 1.2.10 Attend one volunteer training session

2 NHHSET Team Definition / Supervision Requirements

1. To be eligible for team points, schools must have a minimum of three (3) registered riders and compete in the minimum of 12 classes.
2. Schools with two (2) or fewer registered riders may register a team with NHHSET, however, will not be eligible for team points at District competitions
3. Teams may register two (2) Assistant Coaches
 - 2.3.1 Optional positions for every team
 - 2.3.2 Assumes team supervision at practice or at meets in the absence of the Head Coach
 - 2.3.3 Must be 18 years old or older
 - 2.3.4 May or may not be a school employee as required by the school
 - 2.3.5 Personally signs a Code of Conduct and Release Form, Confidentiality Policy and completes a Volunteer Registration Form annually
 - 2.3.6 Attend one volunteer training session
4. NHHSET Volunteer
 - 2.4.1 Must be 18 years old or older
 - 2.4.2 Provides documentation of experience and attend one volunteer training session
 - 2.4.3 Personally signs a Code of Conduct and Release Form, Confidentiality Policy and completes a Volunteer Registration Form annually
5. Teams must have one (1) recognized adult supervisor (advisor/coach/volunteer) for every seven (7) team members (riding or spirit), who is not otherwise committed to volunteer activities, at all team events involving equine
 - 2.5.1 Teams are encouraged to have one (1) recognized adult supervisor per five (5) students at all competitions
6. No athletes / teams may be coached from inside or on the rail of the arena while being judged

3 REGISTRATION, PAYMENT & REFUND PROCEDURE

1. NHHSET State and District Boards believe that to facilitate interscholastic competition, promote a sound program of educational enrichment value and encourage a cooperative, democratic process of fair and good horsemanship with youth as the focus, it is important to be a good steward of financial resources
2. All athletes must register via the NHHSET website
 - 3.2.1 Individuals must be registered in order to participate in team events
 - 3.2.2 Parents / guardians are required to acknowledge the athletes online registration which includes acknowledgment of:
 - 3.2.2.1 Providing proof of equine rabies vaccination and negative coggins test within one year of the event date
 - 3.2.2.2 Agreement with the Code of Conduct and Release Form
 - 3.2.2.3 Agreement with the Confidentiality Policy
 - 3.2.2.4 Agreement with the Health Release
 - 3.2.2.5 Photo Release

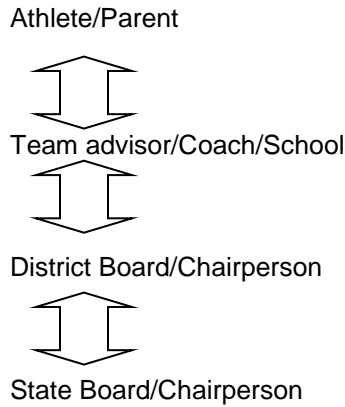
3. A participation fee, established prior to the competition season will be charged to each athlete
 - 3.3.1 Fee must be received in full prior to any athlete participating in any team event
 - 3.3.2 Schools may submit payment in full for all team members via a school issued check
 - 3.3.3 Athletes must submit payment online via PayPal (single payment or three (3) payment option)
 - 3.3.4 No personal checks will be accepted by NHHSET. Only certified bank checks, school checks, or money orders will be accepted by NHHSET

4. Rider and spirit members withdrawing from NHHSET after registering but prior to December 31st will receive a full refund of any participation fees paid
 - 3.4.1 Through December 30th all refund requests must be made in writing via email or ground mail to either the State Chair or State Treasurer. (Postmark or email date will determine date of request.)
 - 3.4.2 After December 30th spirit participation fee is non-refundable

5. Rider members withdrawing from NHHSET after December 31st but prior to January 31st will receive a refund minus administrative fees.
 - 3.5.1 Rider refund requests after December 30th must be submitted in writing to the District Chair via email or ground mail. (Postmark or email date will determine date of request.)
 - 3.5.2 If the refund is approved by the District Chair, a refund will be issued minus administrative fees of \$50.00 (\$10.00 of which will be credited to the State NHHSET account, \$40.00 of which will be credited to the District NHHSET account)
 - 3.5.3 Rider members choosing to change to Spirit members after December 30th will receive the same refund
 - 3.5.4 No refunds will be considered after January 31st

4 COMMUNICATION EXPECTATIONS

1. NHHSET's goal is to have a process of communication that follows established guidelines as well as encouraging program improvement
2. The basic process of communication flows in both directions



3. Team members should bring any issues or questions to their district representatives
4. District representatives can bring issues to the district meetings for discussion and potential resolution
5. The District State Board members when appropriate will bring issues to the State Board for discussion and resolution
6. The State Board will be making decisions every month
 - 4.6.1 The State Board is composed of people the districts have elected to make decisions for them
 - 4.6.2 Any NHHSET athlete can participate, give their input and views at any State Board meeting
 - 4.6.3 Only voting members may bring motions or vote on motions
7. Democratic process utilizing the rules contained in the current edition of ***Robert's Rules of Order Newly Revised*** shall govern NHHSET in all cases to which they are applicable and in which they are not inconsistent with the bylaws and any special rules of order the organization may adopt
 - 4.7.1 Democratic process ensures individuals they will have a voice, it does not ensure individuals will get what they want
8. Members of the State Board are spectators when visiting District competitions
 - 4.8.1 State Board members may be used as a resources but shall not interfere with rulings of judges or Stewardship Committees
9. Any concerns regarding Stewardship rulings at District competitions will follow NHHSET Stewardship Process Guidelines
10. Communication with NHHSET judges will be limited to designated District and/or State Board members and Judges Committee members
 - 4.10.1 Contact with judges by riders/parents/coaches/advisors before any competition is inappropriate and could result in disqualification for a rider or team from the meet or meets being officiated by that judge

5 INSURANCE POLICY

1. NHHSET will follow State and Federal laws to reduce physical and financial risk to NHHSET athletes, the State and District Boards and the organization as a whole
2. The NHHSET State Board will maintain a Commercial General Liability insurance policy that insures NHHSET against the risk of injury to spectators during NHHSET activities
3. The NHHSET State Board will maintain a Director's and Officer's (D & O) insurance policy to protect against potential risk of wrongful acts and / or errors & omissions brought against the board, which does not involve bodily injury or property damage
 - 5.3.1 Defined per the NHHSET Directors and Officers (D&O) insurance policy, Section III. C. Shall mean all persons who were, are now, or shall be directors, trustees, officers, employees, volunteers, or staff members of the Organization or its Subsidiaries, including, any executive board members and committees members whether salaried or not. (In a message dated 3/13/02 6:32:22 AM Pacific Standard Time, Andy Beauchamp, our Insurance Agent wrote "This is a very broad definition and would include your coaches and advisors. This being said, they are covered and no additional premium is warranted.")
4. Athletes ride at their own risk
 - 5.4.1 Each NHHSET athlete will maintain health insurance to cover any personal injury
5. Every NHHSET athlete will be familiar with NHHSET rules and sign the NHHSET Code of Conduct & Release Form prior to participating in NHHSET events
6. Any equipment not owned by District or State Board will not be covered under NHHSET Insurance.
7. All NHHSET District and State competitions are covered by NHHSET insurance
 - 5.7.1 If a school requests to be named as an additional insured on the NHHSET insurance policy the school will be responsible for the additional cost associated with being added to the policy
8. Any additional event where athletes are riding an equine will require NHHSET additional event insurance to be purchased prior to the event
 - 5.8.1 The team or district hosting the event will be responsible for the cost of additional event insurance
9. Each team may have one practice barn named on the NHHSET insurance policy
 - 5.9.1 A team may request the addition of a second practice barn to the NHHSET insurance policy only with District approval
 - 5.9.1.1 Approval must be brought to the State Board by the District Chair
 - 5.9.1.2 The team will be responsible for the additional cost associated with adding a second practice barn to the policy
10. NHHSET does NOT authorize or insure parades
11. NHHSET does NOT allow dogs at any of their events
12. NHHSET does NOT allow any grills or open fires
13. NHHSET volunteers are covered by the Federal Volunteer Act (refer to http://www.doi.ne.gov/shiip/volunteer/pl_105.19.pdf)

14. Transportation of team members and equine reverts to individual personal liability and is not covered by NHHSET insurance

6 INSURANCE PROCEDURE

1. Online team registration must be complete with Team Advisor, Coach and Assistant Coach(es) named
2. Online individual rider or spirit registration must be complete
3. Team approval by the high school must be on file with the State Board
4. Name of each team's practice barn must be submitted to the State Board Secretary
5. Certificate of insurance requests
 - 6.5.1 Must be requested at least two (2) weeks prior to the date needed
6. Additional insured (school, event or barn) requires the following:
 - 6.6.1 Name of entity to be insured
 - 6.6.2 Address
 - 6.6.3 Name of contact person and telephone numbers to be printed on the certificate
 - 6.6.4 Name of school / district requesting the insurance
 - 6.6.5 Fax number for certificate to be sent
 - 6.6.6 Payment in full must be received before an insurance certificate will be issued
7. Incident reporting
 - 6.7.1 Any incident that results in an injury or may result in a claim being filed against the NHHSET insurance policy requires the completion of an incident report form (see section 27)
 - 6.7.2 The State Board Chair must be notified of any incident with 48 hours
 - 6.7.3 Forward the incident report form to the State Board Chair

7 NHHSET Code of Conduct Standards

1. All athletes participating, volunteers associated with and persons contracted with NHHSET during the NHHSET season, will comply with NHHSET Code of Conduct Standards. (All persons associated with NHHSET be called member throughout this document unless specifically identified.) Each team shall take reasonable measures to insure supporters (friends, relatives, volunteers) of their team conduct themselves according to NHHSET Code of Conduct Standards.
2. Standards of conduct will be applied in the following order:
 - 7.2.1 SCHOOL
 - 7.2.1.1 Athletes shall comply with the written rules of their school district, pursue the prescribed course of study, submit to lawful authority of principal, athletic or activity director, teachers, advisors and coaches and conduct themselves in an orderly fashion
 - 7.2.1.2 It is encouraged that each Registered Team Coach/Advisor contacts their high school and get a written copy of their code of conduct.
 - 7.2.1.3 The written High School Code of Conduct ought to be discussed with athletes, parents and volunteers and included as part of signing the NHHSET Code of Conduct & Release Form.
 - 7.2.1.4 If the high school does not have a written code of conduct, ask them the process utilized if an athlete (football, basketball, etc.) exhibits misconduct behaviors. Then put this process in writing, discuss it with athletes, parents and volunteers and include as a part of signing the NHHSET Code of Conduct & Release Form
 - 7.2.2 NHHSET
 - 7.2.2.1 When school code of conduct does not apply NHHSET Code of Conduct will prevail
 - 7.2.2.1.1 USEF will be utilized as guidelines when appropriate
 - 7.2.3 TEAM
 - 7.2.3.1 Each advisor/coach has the right to formulate additional requirements concerning student conduct while under the direct supervision of the advisor/coach. Any additional requirements may not be in conflict with NHHSET rules
 - 7.2.3.2 It is encouraged that expectations be written, discussed with athletes, parents and volunteers and included as part of signing the NHHSET Code of Conduct & Release Form
3. NHHSET endorses the following values and conduct:
 - 7.3.1 High expectations for students, school staff, advisors, coaches, parents, families, volunteers, community and spectators
 - 7.3.2 Strong leadership
 - 7.3.3 Teamwork
 - 7.3.4 Clear expectations and communications
 - 7.3.5 Accountability

- 7.3.6 Appropriate attire
 - 7.3.6.1 Coordinated team colors, appropriate riding pants or trousers to follow discipline
 - 7.3.6.2 ASTM/SEI properly adjusted helmet worn by athletes at all times when lunging an equine, mounted on an equine, in a cart, wagon, or buggy, etc. being pulled by one or more equines. Helmet must also be worn when leading a horse while exhibiting in the ring.
 - 7.3.6.3 Appropriate footwear when on or near equine
 - 7.3.6.4 Long hair shall be worn neatly so a rider's number is visible
- 7.3.7 Lifelong learning and skill building
- 7.3.8 Recognition of and reward for excellence
- 7.3.9 Community and family participation and support
- 7.3.10 Safe and orderly learning environments
- 4. Misconduct includes but is not limited to:
 - 7.4.1 Failure to comply with rules, Code of Conduct or the directions of NHHSET officials
 - 7.4.2 Failure to treat other members in a courteous manner
 - 7.4.3 Profane or abusive language, written or verbal. This will include inappropriate postings of information on social media sites such as Facebook ©, MySpace ©, Twitter ©, ETC.
 - 7.4.4 Theft, cheating, damage or destruction of property at a NHHSET activity
 - 7.4.5 Assaults or threats of harm to people, animals or property during the NHHSET season
 - 7.4.6 Unlawful addictive behaviors including but not limited to the use of narcotics, alcohol, tobacco, etc. (use of a prohibited substance by any individual on the grounds of a NHHSET event will result in immediate expulsion from the location)
 - 7.4.7 Directions from anyone while athlete is performing patterns
 - 7.4.8 Abuse, misuse or neglect of equine
 - 7.4.8.1 Article 302 of USEF has issued guidelines identifying specific cruelty and abuse acts. The following acts are included, but are not limited to:
 - 7.4.8.1.1 Excessive use of a whip or spurs on any equine in a stall, runway, schooling area, competition ring or elsewhere
 - 7.4.8.1.2 Any striking of the equine's head (on the poll and forward of the poll) with the whip shall be deemed excessive
 - 7.4.8.1.3 Inhumane treatment of an equine in a stall, runway, schooling area, competition ring or elsewhere
 - 7.4.8.1.4 Excessive jerking of hands that leads to bleeding
 - 7.4.8.2 If cruelty is reported, it will be investigated. Appropriate action will be taken and if cruelty or abuse persists, will be reason for elimination at that event/class. See Violation procedure
 - 7.4.9 Intentional travel at any gait other than a walk except in the show or practice ring

8 NHHSET VIOLATION PROCEDURES

1. Failure to abide by the rules, code of conduct standards or regulations of NHHSET by anyone affiliated with the program including athletes, coaches, advisors, parents and volunteers will lead to a process of confidential investigation and, appropriate disciplinary actions
 - 8.1.1 Investigation:
 - 8.1.1.1 Is defined as an exploration of the facts
 - 8.1.1.2 Is the responsibility of the person in the leadership role i.e. the Registered Team Coach/Advisor, District Chair or State Chair, following Communication Expectations (see section 4)
 - 8.1.2 Following the school's identified process is the first line of action
 - 8.1.3 If NHHSET needs to employ a disciplinary process, the action should fit the misconduct
 - 8.1.3.1 NHHSET organizational goals include providing an "opportunity to achieve in a fair, positive and educational format"
 - 8.1.3.2 Documentation of disciplinary actions is required and must include the following information (see section 27):
 - 8.1.3.2.1 Present misconduct
 - 8.1.3.2.2 Disciplinary action
 - 8.1.3.2.3 Plan for improvement
 - 8.1.3.2.4 Future disciplinary action if misconduct occurs again
 - 8.1.3.2.5 Signatures of immediate involved parties
 - 8.1.3.2.5.1 Member(s) and the member(s) parent(s) / guardian(s) if appropriate
 - 8.1.3.2.5.2 Registered Team Advisor / Coach, District Chair or State Chair
 - 8.1.3.2.6 Give copies to the involved parties, the District Chair and the State Chair
 - 8.1.3.3 It is required that disciplinary actions that include removing of points, disqualification or suspension from a meet or meets when considered be approved by the District Stewardship Committee
 - 8.1.3.4 Actions that include expulsion, when considered must be discussed with the District Chair and approved by the State Board
 - 8.1.3.5 First violations during the NHHSET season, may include disciplinary actions such as:
 - 8.1.3.5.1 Discussion, plan of action for improvement
 - 8.1.3.5.2 Loss of points for athlete(s) and / or team(s)
 - 8.1.3.5.3 Disqualification of athlete(s) or team(s)
 - 8.1.3.5.3.1 Disqualification from a class or classes
 - 8.1.3.5.3.2 Suspension from a meet or meets
 - 8.1.3.5.4 Removal from event grounds
 - 8.1.3.6 Second violations during the same NHHSET season or subsequent NHHSET seasons, may include disciplinary actions such as:
 - 8.1.3.6.1 Disqualification of athlete(s) or team(s).
 - 8.1.3.6.2 Disqualification from a class or classes
 - 8.1.3.6.3 Suspension from present meet
 - 8.1.3.6.4 Suspension from next meet
 - 8.1.3.6.5 Expulsion from NHHSET

8.1.3.7 Third violations during the same NHHSET season or subsequent NHHSET seasons will result in an expulsion hearing at the State Board

2. Reinstatement consideration requests from suspension/disqualification

8.2.1 Reinstatement consideration requires receipt by the District and State Board of the following documentation:

8.2.1.1 Letter of request for reinstatement from member(s) and / or team(s) which includes:

8.2.1.1.1 Acknowledgement of violation

8.2.1.1.2 Plan of action for improvement

8.2.1.2 Letter of support of reinstatement from Registered Team Advisor / Coach and/or District or State Chair

8.2.2 Denial of reinstatement request by the District Board may be appealed to the State Board

8.2.3 The State Board decision will be final

9 STEWARDSHIP PROCESS GUIDELINES

1. To interpret the rules as needed with the goals and vision of the organization in mind and to settle any disputes or conflicts brought forward at the District and State meets
2. Issues that arise at the District or State meets requiring a Stewardship Committee will be submitted using the proper lines of communication and resolved by the end of day of that competition
3. Members of the Stewardship Committee
 - 9.3.1 District Meets
 - 9.3.1.1 District Chair – as per the district rules
 - 9.3.1.2 A Stewardship Committee will be formed prior to the start of a competition
 - 9.3.1.3 An odd number of participants is encouraged
 - 9.3.2 State Championship Meet
 - 9.3.2.1 State Chair – votes only to break a tie and should act to facilitate the meeting
 - 9.3.2.2 Each District Chair or their designated alternate as defined in the NHHSET Mission and Bylaws
 - 9.3.2.3 State Show Secretary
 - 9.3.2.4 State Rules Committee Chair or their designated alternate
 - 9.3.2.5 State Judges Committee Chair or their designated alternate
 - 9.3.2.6 State Safety Committee Chair or their designated alternate
4. Investigation
 - 9.4.1 District Meet
 - 9.4.1.1 The District Chair or delegate investigates the situation by gathering the facts from the appropriate persons, including the judge if needed
 - 9.4.2 State Championship Meet
 - 9.4.2.1 The District Chair or delegate brings the issue to the State Chair
 - 9.4.2.2 The State Chair investigates the situation by gathering the facts from appropriate persons, including the judge if needed
5. Stewardship committee is then called together by the Chairperson at the time of the Competition
 - 9.5.1 The investigating party will present the situation to the Stewardship Committee
 - 9.5.1.1 Once the situation is presented, the Stewardship Committee will have the opportunity to ask questions of any parties involved in the situation
 - 9.5.1.2 The Stewardship Committee will then review the applicable rules; discuss the situation, considering all the issues and ramifications of the decision
 - 9.5.1.3 A motion will be made and vote taken with majority ruling
 - 9.5.1.4 The Chair will then present the decision to the involved parties

10 RULE INTERPRETATION

1. Judges / Timed Event Supervisor
 - 10.1.1 Judges' / Timed Event Supervisors' decisions are final in all cases under the scope of their responsibility
 - 10.1.2 No Video is to be used as evidence.
2. Stewardship Committee(s)
 - 10.2.1 To interpret rules as needed and settle any disputes or conflicts brought forward at the meet at which the dispute occurred
 - 10.2.2 This is to be done with the goals and vision of the entire organization in mind
 - 10.2.3 See Stewardship Guidelines (section 9)
3. If a conflict occurs in interpretation of a rule or guideline
 - 10.3.1 NHHSET rulebook will be used followed by USEF rules where specified.
4. All issues need to be communicated in a timely manner
 - 10.4.1 If concerning a class, communicate prior to completion of class
 - 10.4.2 Other issues communicated prior to completion of meet
5. District Stewardship Committee
 - 10.5.1 A Stewardship Committee for District meets will be formed prior to the start of a competition (see section 9)
 - 10.5.2 Decisions will be made by the District Stewardship committee
 - 10.5.2.1 If the conflict cannot be settled through use of the rulebooks, and a satisfactory interpretation cannot be arrived during the District Level Stewardship Committee meeting; the District Chair will attempt to contact the State Rules Chair or the State Chair to resolve the issue
 - 10.5.2.2 If the requestor is not satisfied by District Stewardship Committee decision the District Chair will send a complete history of the conflict with all sides represented to the State Rules Chair and State Chair
 - 10.5.2.3 The State Rules Committee will consider the information and present a recommendation to the State Board for a final decision
 - 10.5.2.4 The State Board will review the recommendation and report back prior to the next meet
 - 10.5.2.5 Confidentiality is highly recommended
 - 10.5.2.6 The State Board decision will be final
6. State Stewardship Committee (utilized only at the State Meet – see section 9)

11 PARTICIPATION

1. General Participation in NHHSET
 - 11.1.1 The coaches and advisors forming the equine sport program must follow school, district and state board of education guidelines
 - 11.1.2 Volunteers, coaches, advisors and team adult supervisors must understand and sign the NHHSET Code of Conduct and Release Form and complete a Volunteer Registration Form annually
 - 11.1.3 Original forms must be filed with the District or State Secretary as appropriate and must be available at each meet
2. Team Participation in NHHSET
 - 11.2.1 A team must have the approval of the proper authorities of the school as indicated on the Team Registration Form
 - 11.2.2 Every team advisor and coach will comply with the rules and guidelines as set forth by their high school in regard to security and or criminal history background check
 - 11.2.3 Adult supervision must be present at all team activities (see section 2)
 - 11.2.4 Teams must participate in the districts within which their school resides.
 - 11.2.5 A team can consist of both riding and non-riding athletes (spirit members)
3. Athlete Participation in NHHSET
 - 11.3.1 Any high school student, regardless of race, creed, sex, physical or mental challenge may participate in NHHSET
 - 11.3.2 A student may participate as a rider in NHHSET for four consecutive years or 8 semesters or the equivalent after entering the 9th grade
 - 11.3.3 A middle school student in 7th and 8th grade may participate as a practicum student before entering high school
 - 11.3.4 All of the athletes representing a school must be enrolled in or reside in that school district.
 - 11.3.4.1 Exceptions will be addressed by the State Board and will be consistent with the State Board of Education rules whenever possible
 - 11.3.5 Students representing a high school shall not compete against unattached individuals. Example: If a meet is scheduled for high schools, everyone competing must represent his/her high school. There can be no unattached individuals entered in any of the events

- 11.3.6 STUDENT ATHLETES MUST SUPPLY THEIR OWN HEALTH-ACCIDENT INSURANCE
- 11.3.7 The student athlete must meet the scholastic requirements and/or the athletic guidelines of State Board of Education and their school in order to be eligible to participate in NHHSET
- 11.3.8 Students who attend public school may represent only the public school located within the public school attendance boundaries of their legal residence. Exceptions to this rule are to be limited and carefully scrutinized
- 11.3.9 Home school students who meet the home schooled eligibility standards established by New Hampshire law may represent a public or a private school located within the public school attendance boundaries of their legal residence
- 11.3.10 Students attending a private school may only represent that private school in NHHSET if that private school participates in NHHSET. If that private school does not participate in NHHSET the private school student(s) may represent the public school located within the public school attendance boundaries of the student's legal residence. If no public school within the attendance boundaries participates in NHHSET the private school student(s) may request an individual or team co-op as per the NHHSET co-op rules.
- 11.3.11 Athletes' parents/guardians are responsible for athlete and equine transportation
- 11.3.12 All athletes and their parents or guardian must read, sign and understand the NHHSET Code of Conduct and Release Form
- 11.3.13 A competitor registration form with listed attachments must be completed online (see section 3), filed with the team and available at all events and practices
- 11.3.14 A participation fee, established prior to the competition season, will be charged to each athlete
- 11.3.15 Additional fees as required by the District must be paid prior to participation in any competition
- 11.3.16 Refunds are available per NHHSET refund policy (see section 3)
- 11.3.17 Non-riding athletes (spirit members) participation during practices, functions, and meets may include but is not limited to:
 - 11.3.17.1 Groom
 - 11.3.17.2 Team Manager
 - 11.3.17.3 Team Secretary
 - 11.3.17.4 Team Treasurer

4. Divisions of Competition

- 11.4.1 Students may only register for one division
- 11.4.2 Spirit (non-rider)
- 11.4.3 In-hand
- 11.4.4 Walk / Trot, Jog (WT)
- 11.4.5 Walk / Trot, Jog / Canter, Lope (WTC)
- 11.4.6 Riders may only compete in the novice equitation class for one season
- 11.4.7 Once a rider has competed in the WT or WTC division they cannot compete in the novice equitation class
- 11.4.8 Once a rider has competed in the WTC division they may not compete in the WT division

11.4.8.1 If a participant has competed in NHHSET in the WTC Division in a previous season and the rider, parent, coach, advisor and administrator for the current team feel that the rider should compete this year in the WT Division – a letter should be signed by student, parent, coach and advisor and mailed to the state board secretary not later than the rider registration deadline. If the form is not postmarked by the last registration date, the rider will not be eligible to change divisions and must compete in the WTC Division again.

5. Athlete Uniform

- 11.5.1 All athletes participating in any NHHSET sponsored activity **MUST** wear an ASTM/SEI Helmet, properly adjusted according to manufacturer's instructions at all times when lunging an equine, while mounted. Helmet must also be worn when leading a horse while exhibiting in the ring
 - 11.5.1.1 Proper helmet adjustment throughout the entire event must be maintained or a disqualification may occur
- 11.5.2 Upon entering the arena for the class, if a long sleeved shirt or jacket is worn with coordinated school colors, sleeves must be rolled down to the wrist
- 11.5.3 A safety vest may be worn by any athlete in any event that he/she so chooses. Safety vest may be worn under or over the uniform as long as the athlete's number is clearly visible
- 11.5.4 Required attire
 - 11.5.4.1 Athletes number - provided at each show
 - Number **MUST** be visible at all times. Riders will not be allowed to enter the warm-up or exhibiting ring without a visible number.
 - 11.5.4.2 Same uniform must be worn by all team members while competing
 - 11.5.4.2.1 May be long or short sleeved
 - 11.5.4.2.2 Collars not required
 - 11.5.4.3 Shirt must be tucked in
 - 11.5.4.4 Western style pants or jeans (no torn, frayed or faded jeans) OR English breeches or jodhpurs
 - 11.5.4.5 Appropriately corresponding boots for the style of riding and tack used
 - 11.5.4.6 Athletes with long hair need to wear it neatly so number is clearly visible
- 11.5.5 Optional attire
 - 11.5.5.1 School logo
 - 11.5.5.2 Member name
 - 11.5.5.3 American flag
 - 11.5.5.4 Belts

- 11.5.5.5 Clear Rain Jacket
 - 11.5.5.6 One sponsor logo no larger than 3X5 may be placed on one of the following items
 - 11.5.5.6.1 Uniform
 - 11.5.5.6.2 Helmet Cover
 - 11.5.5.6.3 Saddle Pad
 - 11.5.6 Prohibited attire
 - 11.5.6.1 Neckline below collar bone
 - 11.5.6.2 Dangling earrings – nothing hanging below earlobe
 - 11.5.6.3 No adornments are allowed (pinned, sewn, glued, or otherwise artificially attached) on uniform
6. Athlete / Team Participation in Meets
- 11.6.1 Points for events in all three (3) District meets will be used when calculating year end awards and for State Championship Meet qualification (see section 18)
 - 11.6.2 Athlete / Team must compete in two (2) of three (3) District Meets to qualify for State Championship Meet
 - 11.6.3 Athlete / Team must compete in a class at two (2) of three (3) meets to qualify for State Championship Meet
 - 11.6.4 Athlete may participate in up to five (5) classes
7. Equine Participation in NHHSET
- 11.7.1 The team advisor / coach must be informed of any health issues that would affect the participation of the equine athlete
 - 11.7.2 Equines cannot be shared in the same class in a single meet
 - 11.7.3 Equines may be used in the same class in different District Meets
 - 11.7.3.1 If more than one athlete qualifies for the State Championship Meet with that equine only ONE athlete will be able to use the equine at the State Championship Meet
 - 11.7.4 No stallions of any age will be allowed to participate
 - 11.7.5 Equines five (5) years of age and under in any western class may use a regulation snaffle or rawhide bosal and ride with two hands.
 - 11.7.6 Equines six (6) and over in a western class must use any standard bit for that class or breed and ride with one hand (except in timed events, working pairs and district drill team – see section 25)

12 SCHEDULING

1. Season begins December 1st of the current school year and ends on June 30th the following year
2. Team registration will open September 1st and close October 30th
3. Rider registration will open October 30th and close December 31st
4. Patterns will be posted December 1st
5. Class registration will open January 1st and close March 1st
- 12.5.1 **NO** changes to class registration can be made after March 1st
- 12.5.2 Riders unable to compete in a registered class (individual, pair or team) for **ANY** reason at **ANY** time during the season **WILL NOT** be allowed to replace that class with a different class
6. Each district will hold three competitions between the January State Board Meeting and two weeks prior to the State Championship Meet
7. Double judged shows are allowed but not recommended and should only be used as a last resort.
8. If possible, the competitions should be held at a facility large enough to accommodate all of the classes in one day
9. If it is not possible to hold all the events on the same day, events should be scheduled as close as possible to the competition dates
10. State Board may limit number of teams and size of teams if needed
11. No equine practices shall occur prior to December 1st after June 30th
12. No equine or athlete (on foot) participation in a NHHSET identified event/practice prior to season
13. NHHSET members may gather at any time without equine
14. Clinics or other equine related functions may be held outside the scheduled season provided they are open to all schools. Clinic organizers will notify the State Board prior to the clinic to communicate with all districts and obtain appropriate NHHSET insurance.

13 PATTERNS

1. The NHHSET State Patterns Committee will draw up and submit the patterns for approval by the State Board for each competition year
 - 13.1.1 Patterns will be posted on December 1st
2. The same patterns will be used for all District competitions
3. Different patterns may be used for the State Meet
 - 13.3.1 If different patterns are to be used at the State Meet, they will be released two weeks prior to the State Meet
4. Pattern classes will be judged on a 1 to 10 basis for each maneuver, 5 being average
5. A score sheet will be designed for each pattern

14 JUDGING

1. Districts may choose to use non-carded judges at their discretion
2. Carded judges are required for all events at the State Championship Meet
- 14.2.1 Judges shall be considered for the NHHSET State Championship Meet if they are carded by any of the following: USEF, USDF, 4-H and other State and/or National Associations deemed appropriate by NHHSET
3. All NHHSET Judges must be 21 years of age or older
4. , Judges may not be used by an individual District or for the State Championship Meet for more than two (2) consecutive years
5. Judges may not officiate at District and State shows in the same year
6. A judge will only be allowed to officiate in the divisions they are qualified in and should let the competition committee know of any areas where qualification is lacking
7. When hiring a judge, the packet for events to be judged will be sent with the contract so that each judge can evaluate their responsibilities prior to signing the contract
8. The packets will include contract, patterns, and where to locate our Rule Book
9. Judges Evaluation Forms should be submitted to the Judges Committee based on observations and comments on each judge used at NHHSET competitions within thirty (30) days of each show
10. Each year the Judges Committee will re-evaluate the standards and procedures of the committee function in regard to judge qualification. The State Board will approve any changes. This will ensure the continued quality of the NHHSET goals in this area.
11. Judges are required to sign or initial each scorecard after each class is completed. The scribe will ensure the judge's signature is obtained prior to scorecards being submitted to the show secretary.
12. Judges are not required for supervision of timed events at District shows as long as a District Board approved timed event supervisor is present. This supervisor's decisions will be final as would be a judge's (see section 10).
13. No NHHSET rider, parent / guardian, volunteer, coach / advisor or board member may have any financial transactions with a judge during the 30 day period immediately preceding or following a NHHSET event

15 COOPERATIVE SPONSORSHIP

1. Cooperative sponsorship should not be a matter of convenience but more a matter of necessity. NHHSET is dedicated to the growth of our organization and believes that every athlete in the State should be given the opportunity to represent his/her school in the equestrian sport.
2. Before applying for a team-to-team co-op, a diligent effort must be made to create an independent team. Steps to ensure that every effort has been exerted to create an independent entity include:
 - 15.2.1 Contact with the school officials to test interest and assistance
 - 15.2.2 Canvassing of the school to create interest in the sport
 - 15.2.2.1 Flyers
 - 15.2.2.2 Phone Calls
 - 15.2.2.3 Lunch meeting
 - 15.2.2.4 Radio Announcements
 - 15.2.2.5 School Announcements
 - 15.2.3 Plan an evening meeting place, time and invite all interested athletes & parents
 - 15.2.3.1 Ask a NHHSET representative to attend
 - 15.2.3.2 Take sign-up sheets
 - 15.2.4 Ask for a spot on the next school board meeting
 - 15.2.4.1 Bring our Information / Registration Packet
 - 15.2.4.2 Ask a NHHSET representative to attend
 - 15.2.5 Remember the NHHSET requirements
 - 15.2.5.1 Head Coach
 - 15.2.5.2 Advisor
 - 15.2.5.3 School approval as a high school varsity team or high school club
3. If you have diligently exhausted all the above options with little or no response and cannot secure the three necessary factors to create a school team, then and only then does the cooperative team become an option.
4. At this point please refer to the rulebook under Cooperative Sponsorship, for definition of individual, team, district and state co-ops. Depending on your status, you may then apply to the nearest school, district or state that offers our program.
5. NHHSET recognizes that all situations will not be the same; but we want assurance that every possible effort has been made to follow the Cooperative Sponsorship Rules before requesting exceptions through your District and the State Board.
6. When applying for a Co-op between teams, the following procedure should be used:
 - 15.6.1 Document all steps taken to create an independent team (including those that did not work)
 - 15.6.2 Find out which school within your district is geographically closest to your and is agreeable to a cooperative sponsorship agreement

- 15.6.3 Prepare the application and obtain the consent and signature of the Principal or Athletic Director of the applying school
 - 15.6.4 Plan a meeting with the coach of the sponsoring team
 - 15.6.5 Meet with the sponsoring school (with advisor/coach at your side) and request the approval of that school to accept the applying school as a co-op
 - 15.6.6 Present the completed application to your District Board for approval
 - 15.6.7 If approved at the District level then forward to the State Board immediately. Applications will be entertained at each meeting presented but all co-op applications must be approved no later than the December State Board meeting.
- 7. Cooperative Sponsorships for District and States must be considered on individual applicant basis. Assistance from the State Board on each project should be requested. Issues such as economics, boundaries and growth will affect these applications.
 - 8. Cooperative Sponsorships must be renewed annually
 - 9. Schools may co-op for a maximum of three (3) years

16 CO-OP PROCEDURES

1. Each application for Cooperative Sponsorship will be evaluated and voted upon based on individual merit
2. Exceptions to NHHSET's cooperative Sponsorship process may be made due to specific circumstances. In no case shall an exception granted be deemed a precedent on which to base future decisions on cooperative sponsorship
 - 2.1 Any exceptions must be petitioned in writing to the State Board by the December State Board meeting.
3. Families or individuals may apply for cooperative sponsorship only with school permission and written statement from their school that co-op is necessary
4. Recruitment of athletes, and any conduct or circumstances which may give rise to the appearance thereof, is to be strongly discouraged and any application presented with that intent will be denied
5. Geographic proximity requirement
 - 16.5.1 Applying schools requesting cooperative sponsorship must co-op with the nearest school that is in their district
 - 16.5.2 If there is no team based in their school district, the applying school may co-op with the team that is geographically closest
6. Definitions
 - 16.6.1 Team Co-op: Three (3) or more students attending a high school that does not offer a NHHSET program request to compete with a high school that does offer a NHHSET program
 - 16.6.2 Individual Co-op: Two (2) or fewer students attending the same high school that does not offer a NHHSET program request to compete with a high school that does offer a NHHSET program
 - 16.6.3 District Co-op: School(s) apply to compete in a NHHSET District other than their geographic District
 - 16.6.4 State Co-op: State(s) other than New Hampshire apply to compete as a NHHSET District(s)
 - 16.6.5 Applying Team: The school does not offer a NHHSET team and is applying to compete with another school
 - 16.6.6 Sponsoring Team: The school that will compete under its own name, and wishes to integrate the applying school's students for NHHSET competitions

7. Team Co-op

- 16.7.1 The Principal, Athletic Director or Authorized school official of the applying and sponsoring schools must sign the application
- 16.7.2 If the officials deny cooperation, the Board of Directors (district level) may follow through to ascertain the reasons for this decision
- 16.7.3 The application is brought to the District Board to be approved or disapproved. If approved, the District signs and forwards the application to the State Board
- 16.7.4 The application is brought to the State Board to be approved or disapproved by a majority vote of the State Board Directors
- 16.7.5 Team co-ops will be approved for one (1) year at a time
- 16.7.6 Each completed application will be reviewed for approval at the next regular meeting, District and State, following receipt of application
- 16.7.7 Team co-op deadline is the December State Board Meeting

8. Individual Co-op

- 16.8.1 The Principal, Athletic Director or Authorized school official of the applying and sponsoring schools and the head coach of the sponsoring team must sign the application
- 16.8.2 If the officials deny cooperation, the District Board of Directors may follow through to ascertain the reasons for this decision
- 16.8.3 The application is brought to the District Board to be approved or disapproved. If approved, the District signs and forwards the application to the State Board
- 16.8.4 The application is brought to the State Board to be approved or disapproved by a majority vote of the State Board of Directors
- 16.8.5 Individual co-ops will be approved for one (1) year at a time
- 16.8.6 Each completed application will be reviewed for approval at the next regular meeting, District and State, following receipt of application
- 16.8.7 Individual co-op deadline is the December State Board Meeting

9. District Co-op

- 16.9.1 Districts wishing to co-op must receive acceptance by the sponsoring District prior to submitting the request to the State Board

- 16.9.1.1 The application is brought to the Sponsoring District's Board to be approved or disapproved. If approved, the Sponsoring District signs and forwards the application to the State Board

- 16.9.2 District cooperative sponsorship requests must be received by the State Board no later than November State Board Meeting

- 16.9.3 Projected District growth and / or economic issues will be considered

- 16.9.4 Representatives from the applying and sponsoring District must attend the State Board Meeting to participate in the decision making process
 - 16.9.4.1 Each completed application will be reviewed for approval at the next regular meeting following receipt of application

- 16.9.5 District Co-op's will be approved for 1-year time

17 SCORING / PLACING

1. Individual and Team Point System

1st 20 pts	9th 8 pts
2nd 18 pts	10th 7pts
3rd 16 pts	11th 6pts
4th- 14 pts	12th 5pts
5th 12 pts	13th 4pts
6th 11 pts	14th 3pts
7th 10 pts	15th 2pts
8th 9 pts	Participation 1 pt

2. Method of scoring will remain consistent at the State and District level

- 17.2.1 Team and individual points, including participation points, are as according to the point system above
- 17.2.2 In the event of a tie score in any class at either the District or State competition, the overall horsemanship score will be the tiebreaker. If overall horsemanship score is also tied, then it is a true tie except the in hand obstacle relay class where time breaks the tie and timed events where time is the only scoring mechanism.
- 17.2.3 In the event that a tie is unavoidable all athletes/teams with tied scores will receive full points for the position they are tied at
- 17.2.4 The points for placing below the ties are awarded as usual after the number of tied positions has been subtracted from the placing

EXAMPLE

Tie for 1st. No 2d place or 2d place points awarded

score 90 1st - 20 pts (qualifies as a 1,2,3 finish)

score 90 1st - 20 pts (qualifies as a 1,2,3 finish)

score 89 3d - 16 pts (qualifies as a 1,2,3 finish)

score 88 4th - 14 pts (does NOT qualify as a 1,2,3 finish)

score 87 5th - 12 pts

Tie for 2d. No 3d place or 3d place points awarded

score 90 1st - 20 pts (qualifies as a 1,2,3 finish)

score 89 2d - 18 pts (qualifies as a 1,2,3 finish)

score 89 2d - 18 pts (qualifies as a 1,2,3 finish)

score 88 4th - 14 pts (does NOT qualify as a 1,2,3 finish)

score 87 5th - 12 pts

Tie for 3d. No 4th place or 4th place points awarded

score 90 1st - 20 pts (qualifies as a 1,2,3 finish)

score 89 2d - 18 pts (qualifies as a 1,2,3 finish)

score 88 3d - 16 pts (qualifies as a 1,2,3 finish)

score 88 3d - 16 pts (qualifies as a 1,2,3 finish)

score 87 5th - 12 pts (does NOT qualify as a 1,2,3 finish)

3. Scratches

17.3.1 To avoid team penalty scratches must be submitted to the District Show Secretary for District Meets or to the State Show Secretary for the State Championship Meet prior to the deadline established for each meet

17.3.2 Scratches not received by the deadline will count toward the total team points available for that meet

4. Team Event Points

17.4.1 In a team event, each participant shall be awarded individual and team points for their placing

5. Individual Event Points

17.5.1 All competing athletes will receive individual points and team points for their respective placing in individual and team classes

6. Disqualification (no points awarded)

17.6.1 If an athlete is disqualified from a class for any reason, that athlete will not receive individual or team points, including participation points for that class.

17.6.2 Athletes will be disqualified for prohibited equipment (see section 25)

17.6.3 Refer to individual class descriptions for event disqualification criteria

17.6.4 Athletes will not be disqualified for being "off course" except in gymkhana classes and jumper classes where "off course" is a disqualification

17.6.4.1 The athlete will not receive points for the elements of the pattern that are "off course" or not attempted

7. Team Placing – District Shows

17.7.1 End of Day

17.7.1.1 Team points will be awarded per section 17.1

17.7.1.2 Total team points earned will be divided by total possible points to determine each team's percentage for the day

17.7.1.3 Total team points possible are the sum of the maximum points that could be awarded to each team for each class

Example: A team with three (3) riders in a class would have possible points of 54 [20 (1st place) + 18 (2nd place) + 16 (3rd place) = 54 (total possible points for that team for that class)]

17.7.1.4 Teams will be ranked at the end of each meet by percentage for the day

17.7.2 End of Season

17.7.2.1 The sum of total team points earned from all district shows will be divided by the sum of total possible team points from all district shows to determine each team's percentage for the season

17.7.2.2 Total team points possible are the sum of the maximum points that could be awarded to each team for each class

17.7.2.3 Teams will be ranked at the end of the season by percentage for the season

8. Individual Year End District Points

- 17.8.1 An accurate point count must be kept for every event in the competition and points compiled at the end of the District's competition season
- 17.8.2 Individual points for all three meets will be added together for ranking
- 17.8.3 Riders may qualify for a maximum of 5 individual year-end awards or State Meet qualification
- 17.8.4 Ties in year-end district point totals will be broken using total (all 3 meets) overall horsemanship score in the class
- 17.8.5 The top three high point individuals / teams in each class will qualify for the State Championship Meet

18 STATE CHAMPIONSHIP MEET QUALIFICATIONS

1. State Championship Meet qualifying athletes will be determined by year end point totals at the District level
2. The top two (2) placing athletes / teams in each class will qualify for the State Championship Meet
3. If there is a true tie for second place at the district level a maximum of three (3) entries per class per district may compete at the State Championship Meet. Otherwise a maximum of two (2) entries per class per district may compete at the State Championship Meet.
4. Athletes must have competed in two (2) or more shows to qualify for the State Championship Meet
5. Competitors must have earned points other than participation points in that class during the season
6. Alternates will be named in place of qualifiers in descending order of total district points for a class at the District's discretion
7. State Championship Meet participants must be reported by the Districts to the State Board of Directors by midnight on the Friday following their last District show

19 AWARDS

1. District Awards

19.1.1 Awards will be presented for the top three (3) places in all events at the end of the three District Meets

19.1.2 Districts may choose other awards to be presented

19.1.2.1 Optional awards may include but are not limited to:

19.1.2.1.1 High point team trophies

19.1.2.1.2 Individual high point timed events

19.1.2.1.3 Individual high point patterned events

19.1.2.1.4 Individual high point overall WT

19.1.2.1.5 Individual high point overall WTC

19.1.2.1.6 Individual high point overall In-Hand

19.1.2.1.7 Sportsmanship / Spirit

2. State Awards

19.2.1 Awards are given at the end of the State Championship Meet or at an end of year banquet

19.2.2 Awards will be presented for the top three (3) places in all events in the State Championship Meet

19.2.3 All team event athletes will receive individual awards for team events

19.2.4 District placing at the State Championship Meet will be determined using the same scoring system used to place teams at the District level (see section 17)

19.2.5 Team placing at the State Championship Meet will be determined using the same scoring system used to place teams at the District level (see section 17)

19.2.6 Awards will be presented for the top two (2) placing teams. Signified by the NHHSET State Championship Team and the NHHSET Runner Up State Championship Team.

20 CLASS RULES

1. Required, optional, and prohibited equipment will be determined using USEF rules as outlined in the section.
2. Class descriptions and judging requirements will support NHHSET goals and vision of the organization
3. All horses entering any class must be serviceably sound
4. Competitors must enter and exit the show rings at a walk
5. Competitors must wait for acknowledgement from the judge before beginning all classes

21 CLASSES OF COMPETITION – 2013-2014

Walk/Trot – Walk/Jog (WT)	Walk/Trot/Canter – Walk/Trot/Lope (WTC)	In-Hand
English Equitation	English Equitation	In-Hand Showmanship
Western Equitation	Western Equitation	In-Hand Trail
		In-Hand Obstacle Course
English Suitability	English Suitability	In-Hand Suitability
Western Suitability	Western Suitability	Open Freestyle
		Novice Equitation*
Dressage Test A	Dressage Test A	Team In-Hand Obstacle Relay ** ^
Dressage Test B	Dressage Test B	
Open Freestyle	Open Freestyle	
Trail	Trail	Spirit
Barrel Racing ^	Barrel Racing ^	Practicum
Pole Bending ^	Pole Bending ^	
Individual Flag Race ^	Individual Flag Race ^	
Stake Race^	Stake Race^	
Working Team	Equitation Over Fences 18” and under	
Team Flags ** ^	Equitation Over Fences 27” and under	
Team In-Hand Obstacle Relay + ^	Equitation Over Fences 35” and under	
Showmanship	Jumper – 27” (4 jumps timed after clean round) ^	

	Jumper – 35" (4 jumps timed after clean round) ^	
	Working Team	
	Team Flags + ^	
	Team In-Hand Obstacle Relay ** ^	
	Showmanship	

^ Timed Classes

+ Team Classes

*Probationary Class for 2013-2014

- Probationary classes must have at least 2 registered riders per district or 6 registered riders total in the organization or they will not be offered the next competition year

22 CLASS DEFINITIONS

1. Showmanship

22.1.1 The athlete may show according to the seat they are showing.

22.1.1.1 If showing English, must show in English bridle and English attire.

22.1.1.2 If showing Western, must show in Western bridle and Western attire.

22.1.2 Haunch turns should have forward motion

22.1.3 Conformation of the equine is not to be considered, however, the horse should be serviceably sound (definition: the horse is sound for the service intended by the owner or rider. By sound, the horse is comfortable and not going lame from performing the job.)

22.1.4 The lead should be 6' to 8' in length

22.1.5 Athletes may not touch their equine

2. Equitation

22.2.1 To be judged on the rider's ability to perform the pattern and not the conformation or way of going of the equine

3. Suitability

22.3.1 To be judged on a rider's ability to make the horse suitable for that discipline

4. Equitation Over Fences

22.4.1 To be judged on the rider's ability to perform and communication with the horse through the defined course

22.4.2 Three (3) accumulative refusals is an elimination

22.4.3 Riders may not enter more than one (1) over fences class

22.4.4 Riders will be judged on their opening circle and 8 jumps with Element #10 being Overall Horsemanship.

5. Jumper Class

22.5.1 The class will consist of a preliminary timed round of a maximum of nine (9) jumps

22.5.2 There will be no set time limit but time will be recorded for placing of riders who do not qualify for the jump-off

22.5.3 Riders with clean rounds (no faults) in the preliminary round will qualify for the jump-off round

22.5.4 Riders with faults will be placed after the jump-off riders by number of faults

22.5.5 If there is a tie in the number of faults, fastest time will determine placing

- 22.5.6 Clean rounds will be placed by fastest time
 - 22.5.7 Riders with faults will be placed in the jump off by least amount of faults below the riders with clean rounds but ahead of the riders not qualifying for the jump-off
 - 22.5.8 Faults will be assessed as follows:
 - 22.5.8.1 Knockdown of an obstacle, standard, rail, automatic timer, or other designated marker on the start or finish line by any portion of horse, rider or equipment – Four (4) faults
 - 22.5.8.2 First disobedience anywhere on course – Four (4) faults
 - 22.5.9 Elimination will be as follows:
 - 22.5.9.1 Second cumulative disobedience anywhere on course
 - 22.5.9.2 Horse resisting for 45 consecutive seconds
 - 22.5.9.3 Taking more than 45 seconds to jump the first obstacle after the time of the round has begun
 - 22.5.9.4 Taking more than 45 seconds to jump the next obstacle on course
 - 22.5.9.5 Fall of horse and / or rider
 - 22.5.9.6 Jumping an obstacle before it is reset, or without waiting for signal to proceed
 - 22.5.9.7 Starting before judge's signal to proceed
 - 22.5.9.8 Jumping an obstacle before crossing start line unless said obstacle is designated as a practice obstacle or after crossing the finish line, whether forming part of the course or not
 - 22.5.9.9 Off course
 - 22.5.9.10 Leaving the enclosure of a closed obstacle incorrectly
 - 22.5.9.11 Rider and / or horse leaving the arena before finishing the course
 - 22.5.9.12 Any competitor at the end of his / her round who does not leave the arena through the designated gate (i.e. jumping out of the arena)
 - 22.5.9.13 Actions against a horse deemed excessive
 - 22.5.10 No cross entering different heights for equitation over fences and jumper classes
6. Driving **REMOVED FROM PROGRAM 10/23/12**
- 22.6.1 To be judged on a horse's suitability for the vehicle it is pulling, way of going and ability of driver
7. Reinsmanship **REMOVED FROM PROGRAM 10/23/12**¹
- 22.7.1 Entries are judged primarily on the ability and skill of the driver
 - 22.7.2 To be shown at a walk, slow trot, working trot and strong trot
 - 22.7.3 Driver may be required to rein back
 - 22.7.4 To be judge on handling of reins and whip, control, posture and overall appearance of driver
8. Trail / In-Hand Trail

¹ ****Any "REMOVED" Disciplines can be petitioned to State Board for reinstatement for following season ****

- 22.8.1 To be judged on the rider / handler's ability to maneuver their horse through a series of obstacles
- 9. Working Team
 - 22.9.1 To be judged on the coordination of mounts performing the pattern.
 - 22.9.2 May be ridden as a pair or a quad
 - 22.9.3 Music is optional and must be provided by the riders
 - 22.9.4 Both hands may be used on the reins for English or Western Style
 - 22.9.5 Working Team may be ridden in English or Western equipment with corresponding attire
 - 22.9.6 Riders do not have to follow the same discipline
 - 22.9.7 Working Team is to be ridden in an arena using dressage symbols for orientation
 - 22.9.8 The arena should be fairly close in size to a small dressage arena (20m X 40m)
- 10. Open Freestyle
 - 22.10.1 Rider will be given eight (8) elements to incorporate into their freestyle pattern.
 - 22.10.2 Open to all disciplines
 - 22.10.3 Will be judged on each element completed, overall horsemanship and creativity.
 - 22.10.4 Pattern committee will be responsible for providing the required elements for the competition year.
 - 22.10.5 Music is optional
 - 22.10.6 Three (3) minute limit on the patterns.
 - 22.10.7 Must be timed.
 - 22.10.7.1 Any additional time up to thirty (30) seconds over three (3) minutes will be a five (5) point penalty. Ten (10) points per additional minute, i.e. 4:01 minutes and more.
- 11. Spirit Practicum
 - 22.11.1 Spirit members may register to participate in the optional spirit practicum
 - 22.11.2 Study guide will be posted on December 1st
 - 22.11.3 A ten (10) question written practicum will be completed at each district show and at the state show
 - 22.11.4 Practicum will be graded and participants will be placed based on number of correct answers
 - 22.11.5 Individual and team points will be awarded based on placing
 - 22.11.6 Additional tests may be used to break ties
- 12. Timed Events (See section 23)

13. District Drill Team (See section 24)

23 TIMED EVENTS

1. Barrels, Pole Bending, Stake Race, Individual Flag Race
 - 23.1.1 A second equine may be used to encourage an equine into arena. Second equine should then leave the arena.
 - 23.1.2 Okay for advisor, coach, or another athlete to help equine into arena
2. Team In-Hand Obstacle Relay (IHOR) / In-Hand Obstacle Course (IHOC)
 - 23.2.1 IHOR and IHOC are timed events
 - 23.2.2 All team members shall be positioned behind the start/finish line in the arena. Time starts when the first handler breaks the plane of the starting line. The next contestant cannot start until the contestant on course (handler) has crossed the start/finish line. Time shall end when the fourth equine's hind end crosses the start/finish line.
 - 23.2.3 Contestants will not be disqualified when two handlers are determined to be on the course at the same time at the start/finish line. A team in violation will be given a 30 second penalty for each occurrence.
 - 23.2.4 All obstacles must be attempted. Skipping an obstacle will result in a 30 second penalty per obstacle.
 - 23.2.5 Contestants may use any gait between obstacles when not specified on the pattern.
 - 23.2.6 Contestants may use their hands to move horses around or through obstacles.
 - 23.2.7 All In-Hand and riding equine are eligible for this event.
 - 23.2.8 IHOR is a 4-person team event. If a school has only three (3) competing members the team may compete in this event with three (3) athletes using four (4) different equines. If a team member is absent or injured, the team may compete in this event with three (3) athletes using four (4) different equines.
3. Team Flag Race
 - 23.3.1.1 Each athlete will be issued a 30 second penalty if two athletes are determined to be on the course at the same time
 - 23.3.1.2 Team Flag is a four (4)-person team event. If a school has only three (3) riding members, the team may compete in this event with three (3) athletes using four (4) different equines. If a team member is absent or injured, the team may compete in this event with (3) athletes using four (4) different equines.
4. Prohibited:
 - 23.4.1 Running in or out of arena (at full stride)
 - 23.4.2 Athletes not demonstrating control of an equine that is hopping /dancing is prohibited.

- 23.4.3 Any encouragement of forward motion by whipping or pushing by advisor, coach, or other athlete to help equine start course
 - 23.4.4 No halters are allowed
 - 23.4.5 As soon as athlete takes the course, arena staff must close all arena gates
 - 23.4.6 Athletes must enter and leave the arena at a walk demonstrating control
 - 23.4.7 Equines that constitute a safety hazard may be disqualified
 - 23.4.8 Knocking down of a barrel in barrel racing or a pole in pole bending results in a five (5) second penalty
 - 23.4.9 Athlete is not allowed to reach down to catch a falling barrel or pole (doing so will result in disqualification for that class)
5. Athletes off Course: Participation Points Awarded
- 23.5.1 Leaving the course, run outs, refusals, upsetting the starting markers, fall of equine or athlete.
 - 23.5.2 In team and individual flag racing, if the flag hits the ground the team / individual will receive "No Time" and only participation points will be awarded
6. Athlete Disqualification: No Points Awarded
- 23.6.1 Taking more than thirty (30) seconds to cross the starting line. The course begins at the start line. Announcer announces the athlete, Judge / timed event supervisor raises hand to indicate course is ready. Athlete has thirty (30) seconds to start the course. The judge / timed event supervisor will be responsible for determining whether or not the athlete starts the course within thirty (30) seconds. The judge / timed event supervisor will call "No Time" if the athlete does not start the course within thirty (30) seconds.
 - 23.6.2 Athlete has one (1) minute to enter the ring after previous competitor has left the exiting gate.
 - 23.6.3 Striking the equine with flag
 - 23.6.4 Excessive abuse of the equine by any means and inhumane use of equipment on the animal (Emphasis should be on the use, not the equipment itself. Judges must place a great deal of attention to the area.)
 - 23.6.5 Unsportsmanlike conduct in the arena
 - 23.6.5.1 Use of profane language
 - 23.6.5.2 Unnecessary roughness, abusing the equine
 - 23.6.5.3

24 DISTRICT DRILL TEAM

1. General Drill Rules

- 24.1.1 Position in the show schedule will be determined by the show chairman or committee
- 24.1.2 All equines will be serviceably sound
- 24.1.3 Drill team may be ridden in English or Western equipment with corresponding attire. Equipment should be clean and in good repair. Bridles must be used
- 24.1.4 Encouraging by spectators from outside of the arena is permissible
- 24.1.5 During drill competition only equines involved in the performance will be allowed in the arena
- 24.1.6 Times for length of each drill performance will be recorded on the official scorecard. Drill performances must be between four (4) to six (6) minutes in length.
- 24.1.7 Time scores are to be taken by official timers and reported to the judges. Time starts when the first movement occurs and stops when the last movement occurs the arena.
- 24.1.8 The use of music is optional.
- 24.1.9 Etiquette standard for the use of Stars and Stripes. Per Public Law 94.344 use of the United States Flag includes:
 - 24.1.9.1 The flag should never be carried flat or horizontal, but always aloft and free
 - 24.1.9.2 The U.S. flag should not be dipped to any person or thing.
 - 24.1.9.3 Regimental colors, state, city, organizational or other flags are dipped as a mark of honor
 - 24.1.9.4 Do not let the Flag of the United States touch anything beneath it, such as the ground, floor, water or merchandise

2. Eight Required Maneuvers

- 24.2.1 Will remain the same each year
- 24.2.2 Change of Pace – A definite change of pace from canter / trot-walk or any combination. Pace should remain for length of arena, across the arena or a complete revolution in circles or pivots
- 24.2.3 Maneuver by Pairs – Any maneuver ridden in pairs
- 24.2.4 Maneuver by Fours – Any maneuver ridden by fours
- 24.2.5 Single File Cross – Two single file lines, crossing ahead of or behind each on-coming rider. Riders may approach from same end or opposite ends of the arena. Variations shall include leaving the long sides or short ends of the arena. Spacing may vary
- 24.2.6 Single Line Abreast – A single line abreast moves whether moving forward or in circular motion. May include but not limited to one (1) of the following:

- 24.2.6.1 Single line Abreast
- 24.2.6.2 Company Front
- 24.2.6.3 Crack the Whip

- 24.2.7 Circle – Riders in a closed plane, everywhere at an equidistant from a fixed center point
- 24.2.8 Last two (2) elements will be creativity and overall horsemanship.
- 24.2.9 Two elements will be the teams choice

3. Execution of Drill

- 24.3.1 Alignment/Accuracy: vertical and horizontal alignment in maneuvers of a team. Lines should always be straight whether in squads, columns, company front, etc.
- 24.3.2 Spacing: Maintain uniform distance between all equines throughout an entire maneuver. Distance may be varied as long as it is equal.
- 24.3.3 Timing/Coordination: How athletes work together in the performance of their maneuvers. There are no missed holes, collisions, etc. A team should move as a unit and be smooth in its maneuvers. This includes the ability of the team to foresee the necessity to adjust its speed to the maneuver without breaking gait. Both spacing and gait are to be maintained. The team will be penalized for loss of gait unless change of pace is obviously a part of the maneuver
- 24.3.4 Equine Manners: Equines are expected to be responsive, quiet and obedient. Faults include broken gaits (jogging during the loping phase or cantering during the trotting phase), disobedience (blow up, fit), striking or biting. Pinning ears or active tail should not be judged for equine manners.

4. Drill Design

- 24.4.1 Originality/Uniqueness: Patterns or methods of presentation, attractiveness of pattern, symmetry and definition of maneuvers, also the attractiveness of method used and continuity in which one maneuver leads into another. A team should perform a variety of different type maneuvers. The patterns should not be all circles or all lines. A team moving from one maneuver to another without repeating should receive credit for variety.
- 24.4.2 Spectacularity / Crowd Appeal: Refers to the execution of maneuvers and to pleasing an audience. Teams should be alert, wide-awake, and at attention at all times. Speed shall be noted because it is more difficult to do a maneuver well when it is done at a faster speed. It is also much more difficult to do some diagrammatically simple maneuvers well. Precision shall not be sacrificed for speed. Speed is to be used only as an added point for spectacularity.

5. General Impression

- 24.5.1 Presentation / Pattern Design: Drill pattern shall flow from maneuver to maneuver and should be easy to follow. The drill should be drawn in such a manner that anyone without knowledge of drill could understand and see how the drill flowed. The pattern should be drawn with clean presentation and writing. If the drill presentation is not complete and clear judges may mark down for this category
- 24.5.2 Uniformity / Equine & Equipment: Shall be of like style. Multiples colors of uniform and equipment is allowed. Saddles, bits, bridles and use of tie downs are

not required to be identical within a team. Breast collar, saddle pad covers, girth cover, leg bands, flag/pennant and poles should be uniform.

- 24.5.3 Equine Manners / Performance: Manners are ways of going and suitability as a drill equine. Equines should be well behaved (see 24.4.4). They should not jump or shy and should work freely and easily at all times. They should stand quietly and straight in line and not move until the signal is given.
- 24.5.4 Horsemanship: Good equitation / horsemanship with a balanced seat shall be emphasized. Two hands are permitted on the reins for English or Western (Western - one hand is preferred but not required - ridden correctly, one hand should score higher than two handed). There should be light contact without undue restraint on the reins; proper use of hands and legs shall be evaluated. Degree of horsemanship is evaluated to determine quality of horsemanship. Flag presentation shall include manner in which the flags are carried. The shafts shall be perpendicular with forearm parallel to the ground. Elbows should be fixed at a right angle; the emblem should be pointed forward. Flags should be kept free and not allowed to wind around the pole.
6. Point Deductions
- 24.6.1 Broken or Dropped Equipment, Tack or Uniforms: Shall include helmets, leg bands, pennants, flags, tail bows or anything that has fallen to the ground or broken in such a manner as to necessitate stopping to repair it. All equipment should be checked prior to entry into the arena. The Captain/Co-Captain can call time. Time will stop and start on the Captain/Co-Captain signal. Two (2) point deduction for each occurrence.
- 24.6.2 Collision - No Fall of Equine or Rider: Shall be deemed to be any physical contact between two or more equines, two or more athletes, or equine and athlete with a wall or gate which does not result in a fall. Two (2) point deduction for each occurrence. Captain/Co-Captain can call time if needed.
- 24.6.3 Excessive / Uncontrolled Speed: Riders will be considered to have excessive/uncontrolled speed if athlete loses control or a severe loss of precision due to speed. Three (3) point deduction for each occurrence.
- 24.6.4 Fall of Equine and/or Athlete - No Collision Involved: Team will be able to halt, regroup and restart as soon as equine and athlete are in position. If equine or athlete is unable to continue, the position may remain empty. Time will stop and start on Captain/Co-Captain signal. Three (3) point deduction for each occurrence
- 24.6.5 Fall of Equine and/or Athlete – Due to Collision: Shall be deemed to be any physical contact between two or more equines, two or more athletes, or equine and athlete with a wall or gate, which results in a fall. If equine or athlete is unable to continue, the position may remain empty. Time will stop and start on Captain/Co-Captain signal. Five (5) point deduction for each occurrence.
- 24.6.6 Re-group: May be done when a team has lost its organization and / or athletes must change position to be able to continue or other extenuating circumstances such as severe tack breakage, fall of equines and / or athlete, or medical emergency. If a team is unable to continue, they may ask the judge for permission to leave the arena and return at the end of the draw. Time and deductions will remain. Official time keeper will record time when performance is

stopped by Captain/Co-Captain and start when Captain/Co-Captain signals to commence the performance. Five (5) point deduction for each occurrence.

- 24.6.7 Time (4 to 6 minutes): Time starts when the first athlete passes through the entry gate and or cones marking the entrance and stops when the last athlete crosses the exit gate and / or cones. An official timekeeper will enforce this rule. Five (5) point deduction for being under or over time.
- 24.6.8 Disqualification: Teams will be disqualified for use of prohibited equipment, cruelty / abuse or unsportsmanlike conduct.

25 REQUIRED, OPTIONAL and PROHIBITED EQUIPMENT

1. Pattern Classes

25.1.1 Showmanship and all In-Hand Classes

25.1.1.1 Required

- 25.1.1.1.1 Halter and lead rope or bridle
- 25.1.1.1.2 Coordinated team shirt/jacket/vest
- 25.1.1.1.3 Regulation helmet properly adjusted
- 25.1.1.1.4 Western style pants, breeches or jodhpurs
- 25.1.1.1.5 Western, hunt, paddock or jodhpur boots
- 25.1.1.1.6 Athletes with long hair should wear it neatly so number is visible
- 25.1.1.1.7 Horse and handler should follow same discipline in attire and tack

25.1.1.2 Optional

- 25.1.1.2.1 Gloves
- 25.1.1.2.2 Whips no longer than 4 ft. (according to the horse's breed)
- 25.1.1.2.3 Changing hands while backing

25.1.1.3 Prohibited

- 25.1.1.3.1 Spurs
- 25.1.1.3.2 Chaps/Chinks
- 25.1.1.3.3 Splint boots
- 25.1.1.3.4 Leg wraps
- 25.1.1.3.5 Torn, frayed or faded jeans

25.1.2 English - Equitation, Suitability, Trail and Freestyle

25.1.2.1 Required

- 25.1.2.1.1 English-Type Saddle
- 25.1.2.1.2 I bridle, cavesson nosebands are permitted
- 25.1.2.1.3 Regulation snaffle, Pelham or Kimberwick bit
- 25.1.2.1.4 Regulation girth
- 25.1.2.1.5 Coordinated team shirt/jacket/vest
- 25.1.2.1.6 Regulation helmet properly adjusted
- 25.1.2.1.7 Breeches or jodhpurs
- 25.1.2.1.8 Hunt, paddock or jodhpur boots
- 25.1.2.1.9 Athletes with long hair should wear it neatly so that number is visible

25.1.2.2 Optional

- 25.1.2.2.1 Dressage Saddle
- 25.1.2.2.2 Cutback Saddle
- 25.1.2.2.3 Spurs of the unrowelled type
- 25.1.2.2.4 Crops or bats, may carry one whip no longer than 4ft (48") including snapper or lash
- 25.1.2.2.5 Gloves
- 25.1.2.2.6 English breast plate
- 25.1.2.2.7 Braiding of mane or mane and tail in hunt style
- 25.1.2.2.8 Half-chaps
- 25.1.2.2.9 Protective boots, legs wraps and bandages

25.1.2.3 Prohibited

- 25.1.2.3.1 Draw reins
- 25.1.2.3.2 Rowelled spurs

- 25.1.2.3.3 Figure 8, flash or dropped nose cavesson
- 25.1.2.3.4 Martingales
- 25.1.2.3.5 Western saddle
- 25.1.2.3.6 Gag bit
- 25.1.2.3.7 Jeans

25.1.3 Equitation Over Fences

25.1.3.1 Required

- 25.1.3.1.1 Forward seat saddle
- 25.1.3.1.2 Regulation snaffles and Pelham.. Pelham bits must be ridden with double reins.
- 25.1.3.1.3 English Bridles, cavesson nose bands are recommended.
- 25.1.3.1.4 A judge at his own discretion can penalize a horse with nonconventional types of bits or nose bands
- 25.1.3.1.5 Regulation girth
- 25.1.3.1.6 Coordinated team shirt/jacket/vest
- 25.1.3.1.7 Regulation helmet properly adjusted
- 25.1.3.1.8 Breeches or jodhpurs
- 25.1.3.1.9 Hunt, paddock or jodhpur boots
- 25.1.3.1.10 Athletes with long hair should wear it neatly so that number is visible

25.1.3.2 Optional

- 25.1.3.2.1 Spurs of the unrowelled type
- 25.1.3.2.2 Crops or bats, may carry one whip no longer than 30" including snapper or lash
- 25.1.3.2.3 Gloves
- 25.1.3.2.4 English breast plate
- 25.1.3.2.5 Braiding of mane or mane and tail in hunt style
- 25.1.3.2.6 Half-chaps must be brown or black with no fringe, embroidery or other embellishments.
- 25.1.3.2.7 Standing martingale
- 25.1.3.2.8 Protective boots, leg wraps and conservative colored bandages

25.1.3.3 Prohibited

- 25.1.3.3.1 Draw reins
- 25.1.3.3.2 Rowelled spurs
- 25.1.3.3.3 Western saddles
- 25.1.3.3.4 Gag bit
- 25.1.3.3.5 Bit converters
- 25.1.3.3.6 Jeans
- 25.1.3.3.7 Whips that are weighted on the end

25.1.4 Jumper Class

25.1.4.1 Required

- 25.1.4.1.1 Forward seat saddle
- 25.1.4.1.2 bridle
- 25.1.4.1.3 Regulation snaffle, Pelham or Kimberwick bit. Pelham bit must be ridden with double reins
- 25.1.4.1.4 Regulation girth
- 25.1.4.1.5 Coordinated team shirt/jacket/vest
- 25.1.4.1.6 Regulation helmet properly adjusted
- 25.1.4.1.7 Breeches or jodhpurs
- 25.1.4.1.8 Hunt, paddock or jodhpur boots
- 25.1.4.1.9 Athletes with long hair should wear it neatly so that number is visible

- 25.1.4.1.10
- 25.1.4.2 Optional
 - 25.1.4.2.1 Spurs of the unrowelled type
 - 25.1.4.2.2 Gag bits (Ring bits)
 - 25.1.4.2.3 Crops or bats, may carry one whip no longer than 30" including snapper or lash
 - 25.1.4.2.4 Gloves
 - 25.1.4.2.5 English breast plate
 - 25.1.4.2.6 Braiding of mane or mane and tail in hunt style
 - 25.1.4.2.7 Half-chaps must be brown or black with no fringe, embroidery or other embellishments.
 - 25.1.4.2.8 Martingale standing or running
 - 25.1.4.2.9 Cavesson, Figure 8, Flash, Crank, Drop, Grackle, or Kineton nosebands permitted
 - 25.1.4.2.10 Protective boots, leg wraps or bandages
 - 25.1.4.2.11 The Following bit are also approved -Bits with the following Cheek pieces- Full cheek, D-bit, Eggbutt, Loose ring, Hanging bit (Baucher), Gag (1-3 ring, Pessoa, Dutch Gag) and the following mouth pieces, plain snaffle, slow twist, cork screw, French link, Dr. Bristol, Waterford, fishbone. Mouth pieces can be made out of nylon, rubber, copper, aurigan, steel, sweet iron, alloy.
- 25.1.4.3 Prohibited
 - 25.1.4.3.1 Western Saddle
 - 25.1.4.3.2 Jeans
 - 25.1.4.3.3 Whips that are weighted on the end
 - 25.1.4.3.4 Tied stirrups
 - 25.1.4.3.5 Draw Reins
 - 25.1.4.3.6 Studded Nose Bands
 - 25.1.4.3.7 Double twisted wire mouth pieces
 - 25.1.4.3.8 Tacks in boots or poling

25.1.5 Saddle Seat - Equitation, Suitability, Trail and Open Freestyle

- 25.1.5.1 Required
 - 25.1.5.1.1 Cut back saddle
 - 25.1.5.1.2 Full bridle with cavesson
 - 25.1.5.1.3 Pelham bit (Maybe used in place of Bradoon and Curb Bits and have two (2) sets of reins)
 - 25.1.5.1.4 Gaited horses may use a single rein bridle and bit
 - 25.1.5.1.5 Regulation girth
 - 25.1.5.1.6 Coordinated team shirt/jacket/vest
 - 25.1.5.1.7 Regulation helmet properly adjusted
 - 25.1.5.1.8 Breeches or jodhpurs
 - 25.1.5.1.9 Hunt, paddock or jodhpur boots
 - 25.1.5.1.10 Athletes with long hair should wear it neatly so that number is visible
- 25.1.5.2 Optional
 - 25.1.5.2.1 Spurs of the unrowelled type
 - 25.1.5.2.2 May carry a whip of no longer than 6ft (72") including snapper or lash
 - 25.1.5.2.3 Gloves
 - 25.1.5.2.4 Protective boots, leg wraps and bandages
 - 25.1.5.2.5 Gaited horses may wear heel boots or bell boots
 - 25.1.5.2.6 Inconspicuously applied hair in mane or tail
 - 25.1.5.2.7 Tail brace
 - 25.1.5.2.8 Mouth controls

- 25.1.5.3 Prohibited
 - 25.1.5.3.1 Draw reins
 - 25.1.5.3.2 Rowelled spurs
 - 25.1.5.3.3 Figure 8, flash or dropped nose cavesson
 - 25.1.5.3.4 Martingales, breast plate or tie down
 - 25.1.5.3.5 Bit converters
 - 25.1.5.3.6 Western and forward seat hunt saddle
 - 25.1.5.3.7 Gag bit
 - 25.1.5.3.8 Jeans
 - 25.1.5.3.9 Artificial appliances (i.e. wired ears)
 - 25.1.5.3.10 Single snaffle bit only or hackamore

25.1.6 Dressage -

25.1.6.1 Required

- 25.1.6.1.1 English-Type Saddle
- 25.1.6.1.2 bridle with cavesson
- 25.1.6.1.3 Permitted Snaffle Bits, Permitted Bridoon, Permitted Curbs,Bits - USEF, Chapter DR – figure A, Figure B1 and B2
- 25.1.6.1.4 Regulation girth
- 25.1.6.1.5 Coordinated team shirt/jacket/vest
- 25.1.6.1.6 Regulation helmet properly adjusted
- 25.1.6.1.7 Breeches or jodhpurs
- 25.1.6.1.8 Hunt, paddock or jodhpur boots
- 25.1.6.1.9 Athletes with long hair should wear it neatly so that number is visible

25.1.6.2 Optional

- 25.1.6.2.1 Dressage Saddle
- 25.1.6.2.2 Gloves
- 25.1.6.2.3 Whip no longer than 4ft (48”) including snapper or lash
- 25.1.6.2.4 Spurs made of metal
 - 25.1.6.2.4.1 Curved shank must be pointing down
 - 25.1.6.2.4.2 Straight shank must be pointing directly back from the center of spur
 - 25.1.6.2.4.3 Rowelled - rowell must be free to rotate
- 25.1.6.2.5 Braiding of mane or mane and tail in hunt style
- 25.1.6.2.6 Dropped flash, crescent, crossed and regular or padded nosebands
- 25.1.6.2.7 Half-chaps
- 25.1.6.2.8 Protective boots, leg wraps and bandages

25.1.6.3 Prohibited

- 25.1.6.3.1 Martingales
- 25.1.6.3.2 Bit guards
- 25.1.6.3.3 Any bit other than a snaffle bit (i.e. Kimberwick, twisted wire, roller, or gag)
- 25.1.6.3.4 Jeans

25.1.7 Driving - Suitability, Reinsmanship and Open Freestyle **SECTION REMOVED FROM PROGRAM 10/23/12**

25.1.7.1 Required

- 25.1.7.1.1 A vehicle that is safe and suitable to the size of the horse
 - 25.1.7.1.1.1 On heavier vehicles, thimbles or breeching is required

- 25.1.7.1.2 A harness that is in working condition and properly fitted to the horse and vehicle
 - 25.1.7.1.3 Bit - Snaffle, Liverpool or Buxton, Pelham, Full Cheek or Half Cheek
 - 25.1.7.1.4 Blinders
 - 25.1.7.1.5 Coordinated team shirt/jacket/vest
 - 25.1.7.1.6 Regulation helmet properly adjusted
 - 25.1.7.1.7 Breeches, jodhpurs, conservative skirt, slacks, or western pant
 - 25.1.7.1.8 Hunt, paddock. jodhpur or western style boots
 - 25.1.7.1.9 Athletes with long hair should wear it neatly so that number is visible
 - 25.1.7.1.10 Ground assistant when entering and leaving the arena
- 25.1.7.2 Optional
- 25.1.7.2.1 Gloves
 - 25.1.7.2.2 Apron
 - 25.1.7.2.3 Knee rug
 - 25.1.7.2.4 Whip – if used must be held and used correctly
 - 25.1.7.2.5 Breeching
 - 25.1.7.2.6 Running martingales
 - 25.1.7.2.7 Over checks or Side checks
 - 25.1.7.2.8 Protective boots
- 25.1.7.3 Prohibited
- 25.1.7.3.1 Twisted, wire or gag bits of any type
 - 25.1.7.3.2 Wraps or bandages of any type
 - 25.1.7.3.3 Spurs
- 25.1.8 Western - Equitation, Suitability, Trail and Open Freestyle
- 25.1.8.1 Required
- 25.1.8.1.1 Western saddle with horn
 - 25.1.8.1.2 Western headstall and reins
 - 25.1.8.1.3 Any western bit is allowed
 - 25.1.8.1.4 Snaffle bits (without shanks) and rawhide bosals may be used on junior equines. Junior equines are defined as equines five (5) years old and under
 - 25.1.8.1.5 Regulation cinch
 - 25.1.8.1.6 Coordinated team shirt/jacket/vest
 - 25.1.8.1.7 Regulation helmet properly adjusted
 - 25.1.8.1.8 Western style pant or jeans (britches under chaps are acceptable)
 - 25.1.8.1.9 Western style boots
 - 25.1.8.1.10 Athletes with long hair should wear it neatly so that number is visible
- 25.1.8.2 Optional
- 25.1.8.2.1 Gloves
 - 25.1.8.2.2 Rope or Riata (if used the rope or riata must be coiled and attached to the saddle)
 - 25.1.8.2.3 Western spurs
 - 25.1.8.2.4 Flat link curb chain
 - 25.1.8.2.5 Protective boots, leg wraps and bandages
 - 25.1.8.2.6 Chaps / Chinks
 - 25.1.8.2.7 Western breast collar
- 25.1.8.3 Prohibited
- 25.1.8.3.1 Nose bands and tie-downs
 - 25.1.8.3.2 Jerk lines
 - 25.1.8.3.3 Slip or gag bits

- 25.1.8.3.4 Wire chin strap narrower than one-half inch
- 25.1.8.3.5 Martingales and draw reins
- 25.1.8.3.6 Whips, crops or bats
- 25.1.8.3.7 Any type of English saddle
- 25.1.8.3.8 Torn, frayed or faded jeans

25.1.9 Working Team

25.1.9.1 Required

- 25.1.9.1.1 Coordinated team shirt/jacket/vest
- 25.1.9.1.2 Regulation helmet properly adjusted
- 25.1.9.1.3 Western style pants, breeches or jodhpurs
- 25.1.9.1.4 Western, hunt, paddock or jodhpur boots
- 25.1.9.1.5 Athletes with long hair should wear it neatly so number is visible
- 25.1.9.1.6 Horse and handler should follow same discipline in attire and tack

25.1.9.2 Optional

- 25.1.9.2.1 Gloves
- 25.1.9.2.2 Leg wraps
- 25.1.9.2.3 Any humane bit regardless of horse's age
- 25.1.9.2.4 Bosal or mechanical hackamore (western only)
- 25.1.9.2.5 Rope or Riata (if used the rope or riata must be coiled and attached to the saddle)
- 25.1.9.2.6 Spurs
- 25.1.9.2.7 Music
- 25.1.9.2.8 Nose band
- 25.1.9.2.9 Tie down (if used must be attached to or under the breast collar)
- 25.1.9.2.10 Martingale
- 25.1.9.2.11 Half Chaps, Chaps or Chinks
- 25.1.9.2.12 Flags
- 25.1.9.2.13 Rider costume – limited to face paint, hair and helmet decoration
- 25.1.9.2.14 Horse decoration – sparkle, glitter

25.1.9.3 Prohibited

- 25.1.9.3.1 Wire chin straps regardless of how padded or covered
- 25.1.9.3.2 Decoration / costuming of team uniform
- 25.1.9.3.3 Any chin strap narrower than one half inch
- 25.1.9.3.4 Draw reins
- 25.1.9.3.5 Jerk lines
- 25.1.9.3.6 Torn, frayed or faded jeans

25.1.10 In-Hand Obstacle Relay (IHOR)

25.1.10.1 Required

- 25.1.10.1.1 Halter and lead rope
- 25.1.10.1.2 Coordinated team shirt/jacket/vest
- 25.1.10.1.3 Regulation helmet properly adjusted
- 25.1.10.1.4 Western style pants, breeches or jodhpurs
- 25.1.10.1.5 Western boots or hunt, paddock or jodhpur boots
- 25.1.10.1.6 Athletes with long hair should wear it neatly so number is visible

25.1.10.2 Optional

- 25.1.10.2.1 Gloves
- 25.1.10.2.2 Nose or chin chain
- 25.1.10.2.3 Leg wraps
- 25.1.10.2.4 Ribbons, glitter, sparkles

25.1.10.3 Prohibited

- 25.1.10.3.1 Bridles of any type
- 25.1.10.3.2 Whips, crops or bats
- 25.1.10.3.3 Spurs
- 25.1.10.3.4 Baseball caps, scarves, etc.
- 25.1.10.3.5 Torn, frayed or faded jeans

25.1.11 Timed Events

25.1.11.1 Required

- 25.1.11.1.1 Coordinated team shirt/jacket/vest
- 25.1.11.1.2 Regulation helmet properly adjusted
- 25.1.11.1.3 Western style pants, breeches or jodhpurs
- 25.1.11.1.4 Western, hunt, paddock or jodhpur boots
- 25.1.11.1.5 Athletes with long hair should wear it neatly so number is visible
- 25.1.11.1.6 Bridle or hackamore
- 25.1.11.1.7 Saddle – English or Western (no cutback saddles)
- 25.1.11.1.8 Regulation cinch / girth
- 25.1.11.1.9 Split reins (must be joined or tied together) or roping reins

25.1.11.2 Optional

- 25.1.11.2.1 Slip or Gag Bits
- 25.1.11.2.2 Nose Band
- 25.1.11.2.3 Spurs
- 25.1.11.2.4 Protective boots, leg wraps and bandages
- 25.1.11.2.5 Over and Under (to be inspected by judge)
- 25.1.11.2.6 Tie-Down attached to or under breast collar
- 25.1.11.2.7 Martingale – fitted properly so as not to pose a danger if equine fall or athlete loses control (to be inspected by judge)
- 25.1.11.2.8
- 25.1.11.2.9 Cross discipline tack or attire
- 25.1.11.2.10 Half-chaps, chaps or chinks

25.1.11.3 Prohibited

- 25.1.11.3.1 Halters
- 25.1.11.3.2 Unjoined or untied split reins
- 25.1.11.3.3 Cutback saddle
- 25.1.11.3.4 Torn, frayed or faded jeans

25.1.12 Drill Team

25.1.12.1 Required

- 25.1.12.1.1 Coordinated team shirt/jacket/vest
- 25.1.12.1.2 Regulation helmet properly adjusted
- 25.1.12.1.3 Western style pants, breeches or jodhpurs
- 25.1.12.1.4 Western, hunt, paddock or jodhpur boots
- 25.1.12.1.5 Athletes with long hair should wear it neatly so number is visible
- 25.1.12.1.6 Horse and handler should follow same discipline in attire and tack

25.1.12.2 Optional

- 25.1.12.2.1 Hackamore

- 25.1.12.2.2 Standing or running martingale - fitted properly so as not to pose a danger if equine falls or athlete loses control (to be inspected by judge)
- 25.1.12.2.3 Protective boots, leg wraps and bandages
- 25.1.12.2.4 Half-chaps, chaps or chinks
- 25.1.12.2.5 Nose band
- 25.1.12.2.6 Tie down (if used must be attached to or under the breast collar)
- 25.1.12.2.7 Ribbons, glitter and sparkles

- 25.1.12.3 Prohibited
 - 25.1.12.3.1 Wire chin straps regardless of how padded or covered
 - 25.1.12.3.2 Decoration / costuming of team uniform
 - 25.1.12.3.3 Any chin strap narrower than one half inch
 - 25.1.12.3.4 Draw reins
 - 25.1.12.3.5 Jerk lines
 - 25.1.12.3.6 Sunglasses

26 Forms

1. Code of Conduct & Release Form
2. Non-Disclosure of Confidential Information
3. Confidentiality Policy and Pledge
4. Conflict of Interest Policy
5. Non-Spectator Incident Report Form
6. Spectator Incident Report Form
7. Judge Evaluation Form
8. Violation Documentation Form
9. Cooperative Sponsorship Forms
 - 26.9.1 Individual
 - 26.9.2 Team
 - 26.9.3 District
10. Volunteer Registration

New Hampshire High School Equestrian Teams

Code of Conduct & Release Form

I, _____ (please print name) have received a copy of the NHHSET Code of Conduct Standards and Violation Procedures.

As a participant associated with NHHSET, I understand the goal is to endorse and promote the values and conduct expected.

My signature below signifies that I have read, completely understand and agree to adhere to the NHHSET Code of Conduct Standards and will accept the consequences of noncompliance as outlined in the Violation Procedures.

By my signature below, I agree that entry and participation in New Hampshire High School Equestrian Teams, Inc. activities:

- .. is made at my own risk, and that the officers, management or it's agents assume no responsibility for accidents or injuries,
- .. is subject to the standards, polices, rules and bylaws of the high school and New Hampshire High School Equestrian Teams,
- .. waives all claims against New Hampshire High School Equestrian Teams, its officers, management or agents.

DATE _____

Athlete's signature _____

Parent/Guardian Signature _____

or

Volunteers Signature _____

or

Registered Team Advisor or Coach Signature

Name of High School _____

New Hampshire High School Equestrian Teams

Non-Disclosure of Confidential Information

Any information that an affiliate learns about NHHSET, or its members or donors, as a result of working with NHHSET that is not otherwise publicly available constitutes confidential information. Affiliates may not disclose confidential information to anyone who is not affiliated with NHHSET or to other persons affiliated with NHHSET who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information, including trade secrets, is vital to the interests, function, and success of NHHSET. The disclosure, distribution, electronic transmission or copying of NHHSET confidential information is prohibited. Such information includes, but is not limited to:

- Program and financial information, including information related to donors, and pending projects and proposals.
- Member personal information.

Affiliates are required to sign a non-disclosure agreement as a condition of affiliation. Any affiliate who discloses confidential NHHSET information will be subject to disciplinary action (including possible separation, even if he or she does not actually benefit from the disclosure of such information).

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, via email, in elevators, restrooms, restaurants, or other settings where conversations might be overheard.

New Hampshire High School Equestrian Teams

Confidentiality Policy and Pledge

Any information that an affiliate learns about NHHSET, or its members or donors, as a result of working with NHHSET that is not otherwise publicly available constitutes confidential information. Affiliates may not disclose confidential information to anyone who is not affiliated with NHHSET or to other persons affiliated with NHHSET who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of NHHSET's confidential information is prohibited. Any affiliate who discloses confidential NHHSET information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature

Print Name

Date

New Hampshire High School Equestrian Teams

Conflict of Interest Policy

Any possible conflict of interest on the part of any member of the Board, officer or employee of the New Hampshire High School Equestrian Teams, shall be disclosed in writing to the Board and made a matter of record through an annual procedure and also when the interest involves a specific issue before the Board. Where the transaction involving a board member, trustee or officer exceeds five hundred dollars (\$500) but is less than five thousand dollars (\$5000) in a fiscal year, then a two-thirds vote of the disinterested directors is required. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the actual vote itself. Every new member of the Board will be advised of this policy upon entering the duties of his or her office, and shall sign a statement acknowledging understanding of and agreement to this policy. The Board will comply with all requirements of New Hampshire law in this area and the New Hampshire requirements are incorporated into and made a part of this policy statement.

Adopted 1/1/06

I understand and agree to abide by the New Hampshire High School Equestrian Teams Conflict of Interest Policy in my duties as a board member, trustee or officer of the Corporation.

Signature

Affiliation

Date

*Original Signature to be kept on file with State Board Secretary

New Hampshire High School Equestrian Teams

Non- Spectator Incident Report Form

(Please print legibly or type)

Date of Incident: _____

Report Date: _____

Name(s) of Persons Involved:

Name:			
Team:			
Address:			
Phone:			

Witness(es):

Name:			
Team:			
Address:			
Phone:			

Location of Incident: _____

Time: _____ a.m./p.m.

EMS/Police involved? Yes No

If yes, please provide case #: _____

Name of NHHSET Official in charge at time of incident:

New Hampshire High School Equestrian Teams

Non-Spectator Incident Report Form

(Continued)

Details of Incident: *(Please print legibly in black ink or type and be as specific as possible stating the facts. There is more space available on the back of this form or you may submit additional pages)*

Person Submitting Report: _____

Date: _____

Address: _____

New Hampshire High School Equestrian Teams

Spectator Incident Report Form

Name of District: _____

Name of Team: _____

Coach: _____ Phone: _____

Advisor: _____ Phone: _____

Name(s) of team member(s) involved (if applicable):

Name of Event: _____

Date of Event: _____

Name(s) of Spectator(s) Involved: (use back to list additional names/addresses)

Name:			
Team:			
Address:			
Phone:			

Witness(es):

Name:			
Team:			
Address:			
Phone:			

New Hampshire High School Equestrian Teams

Spectator Incident Report Form

(Continued)

Location of Incident: _____

Time: _____ a.m./p.m. EMS/Police involved? Yes No
If yes, please provide case #: _____

Name of NHHSET Official in charge at time of incident:

Description of Incident:

Action Taken:

Immediately notify: State Board Chair, Susan Sudak - chair@NHHSET.org - (603) 497-2763

Submit this form to:
Susan Sudak, NHHSET State Board Chair, 100 Stinson Road, Goffstown, NH 03045

New Hampshire High School Equestrian Teams

JUDGE EVALUATION FORM

Name of Judge _____ Email _____

Mailing Address _____

Who is filling out evaluation? _____ District: _____

Date(s) Judged: _____

(On a scale of 1 to 5: 5 = Excellent, 4 = above average, 3 = average, 2 = needs improvement, 1 = poor)
Please rate the following categories:

Was the judge..... On time:	1	2	3	4	5
Professional:	1	2	3	4	5
Prepared:	1	2	3	4	5
NHHSET Rules Knowledgeable:	1	2	3	4	5
Courteous:	1	2	3	4	5

Competence in the following areas: (list categories judged below)

_____	1	2	3	4	5
_____	1	2	3	4	5
_____	1	2	3	4	5
_____	1	2	3	4	5

Additional Comments:

Show Committee Representative Signature

Date

Printed Name

Submit form to: Judges Committee Chair

New Hampshire High School Equestrian Teams

Violation Documentation Form

NHHSET Member: _____

Parents / Guardians : _____

Home Address: _____

Phone: _____ Email: _____

Team: _____ District: _____

Head Coach / Advisor: _____

Phone: _____

Date of Violation: _____ Location: _____

(circle) First Violation Second Violation Third Violation

Description of Violation: _____

Disciplinary Action Implemented: _____

Plan for Improvement: _____

Potential Future Disciplinary Action (if additional misconduct occurs): _____

Signature of NHHSET Member: _____ Date: _____

Signature of Member's Parent(s) / Guardian(s) (if applicable): _____

_____ Date: _____

Signature of Team Advisor / Head Coach: _____ Date: _____

Signature of District / State Chair: _____ Date: _____

New Hampshire High School Equestrian Teams

2013 – 2014 Season

Individual Cooperative Sponsorship Form

Individual Requesting Co-op: _____

Contact Information

Phone: _____ **Email:** _____

Applying School: _____

Authorized Representative:

A request to form a NHHSET club or sport at this school for the 2013- 2014 season has been received and denied.

Printed name _____ Signature _____

Contact Information

Phone: _____ **Email:** _____

Sponsoring Team: _____

Head Coach Approval:

The above individual request to co-op has been received and approved for the 2013 – 2014 season.

Printed name _____ Signature _____

Contact Information

Phone: _____ **Email:** _____

Sponsoring School: _____

Authorized Representative:

An individual request to co-op with the NHHSET club / sports team at this school has been received and approved for the 2013– 2013 season.

Printed name _____ Signature _____

Contact Information

Phone: _____ **Email:** _____

New Hampshire High School Equestrian Teams

2013 – 2014 Season

Individual Cooperative Sponsorship Form

Application Reviewed at the _____ District Board Meeting on _____

Application was: approved / denied (please circle)

Signature of NHHSET District Chair: _____ Date: _____

Application Reviewed at the NHHSET State Board Meeting on _____

Application was: approved / denied (please circle)

Signature of NHHSET State Chair: _____ Date: _____

New Hampshire High School Equestrian Teams

2013 – 2014 Season

Team Cooperative Sponsorship Form

NHHSET Team Requesting Co-op: _____

Contact Information

Name: _____

Phone: _____ Email: _____

Applying School: _____

Applying School Authorized Representative:

A request to form a NHHSET club and / or varsity sport at this school for the 2013- 2014 season has been received and denied.

Printed name _____ Signature _____

Contact Information

Phone: _____ Email: _____

Sponsoring School: _____

Sponsoring School Authorized Representative:

A request to co-op with the NHHSET club / sports team at this school has been received and approved for the 2013 – 2014 season.

Printed name _____ Signature _____

Contact Information

Phone: _____ Email: _____

Application Reviewed at the _____ District Board Meeting on _____

Application was: approved / denied (please circle)

Signature of NHHSET District Chair: _____ Date: _____

Application Reviewed at the NHHSET State Board Meeting on _____

Application was: approved / denied (please circle)

Signature of NHHSET State Chair: _____ Date: _____

New Hampshire High School Equestrian Teams

2013 – 2014 Season

District Cooperative Sponsorship Form

NHHSET District Requesting Co-op: _____

Contact Information

Name: _____

Phone: _____

Email: _____

Signature: _____

Sponsoring District: _____

Application Reviewed at the _____ District Board Meeting on _____

Application was: approved / denied (please circle)

Signature of NHHSET District Chair: _____ Date: _____

Application Reviewed at the NHHSET State Board Meeting on _____

Application was: approved / denied (please circle)

Signature of NHHSET State Chair: _____ Date: _____

NHHSET Volunteer Registration 2013-2014

A. GENERAL INFORMATION (please print legibly)

Name:

Last, First, MI

Mailing Address:

Street, Box, Route, Apt #, City, State, Zip

Are you over 18? Yes No Are you over 21? Yes No

Which District are you interested in volunteering for?
Seacoast Capital Southwest South Central

Please list the team you are associated with. _____

B. CONTACT INFORMATION

Phone: (____) _____ Email _____

Emergency Contact: Name _____ Phone: (____) _____

C. VOLUNTEER POSITION

1. Years as a NHHSET Volunteer, counting this year? ____ NHHSET Alumni? Yes No
2. Position(s) for which you would like to volunteer? (scribe, ring crew, gate, secretary's booth, parking, runners, prohibited equipment, medical)

3. Please list any skills, abilities, training, educations, certificates related to the above position.

4. Have you ever had any felony convictions? Yes No

If yes, explain, _____

5. Please list the year of your last volunteer training. _____

I understand that criminal background checks may be conducted on me and/or I may be subject to fingerprinting at any time during the registration process or during volunteer service.

Signature

Date

Office use only

Signed Code of Conduct Release on File

_____ Date _____ Initial

Signed Confidentiality Policy and Pledge on File

_____ Date _____ Initial

Signed Conflict of Interest Policy on File

_____ Date _____ Initial

REV:09/24/13